

JOPLIN
JUNIOR COLLEGE



BULLETIN OF
INFORMATION
1940 - 1941

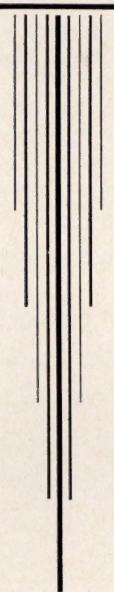
J O P L I N , M I S S O U R I

JOPLIN JUNIOR COLLEGE
J O P L I N , M I S S O U R I

ANNOUNCEMENTS AND
GENERAL INFORMATION

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ACCREDITED:

University of Missouri

State Department of Education

Member American Association of Junior Colleges

JOPLIN PUBLIC SCHOOLS

BOARD OF EDUCATION

1940 - 1941

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JUNIOR COLLEGE CALENDAR

1940 — 1941

1940

August 28 to September 2.....	Registration
September 2.....	Faculty Conference
September 3.....	School Session Begins
November 6-9.....	Missouri State Teachers' Association
November 28-29.....	Thanksgiving Holidays
December 2.....	School Reconvenes
December 13-30.....	Christmas Holidays
December 30.....	School Reconvenes

1941

January 17.....	First Semester Ends
January 17-20.....	Registration for Second Semester
January 20.....	Second Semester Begins
April 11.....	Easter Holiday
May 18.....	Baccalaureate
May 21.....	Class Day
May 22.....	Commencement Exercises
May 23.....	End of Second Semester
May 26.....	Summer Session Begins
August 1.....	Summer Session Ends

FACULTY 1940 - 1941

E. A. Elliott	Superintendent of Schools Teachers College, Warrensburg, Mo.; B. S., A. B., A. M., University of Kansas
H. E. Blaine	Dean A. B., Drury College; A. M., University of Chicago
Ada Coffey	English A. B., A. M., University of Kansas
Armel Dyer	Speech and English A. B., A. M., University of Missouri
Jetta Carleton	Dramatics and English A. B., A. M., University of Missouri
Eugene A. Henning	Spanish B. S., A. M., University of Missouri
Lillian Baker	French and German A. B., A. M., University of Missouri
Walter L. Asling	Physics and Mathematics B. S. in Ed., Teachers College, Cape Girardeau; A. M., University of Missouri
Martha Ann McCormick	Mathematics Ph. B., A. M., University of Chicago
C. J. Sommerville	Chemistry B. S. in Chemical Engineering, M. S., University of Kansas
Edna C. Drummond	Zoology and Botany - Dean of Women B. S., A. M., George Peabody College
Ermie Marsh Whitfield	Education B. S., Teachers College, Warrensburg, Mo.; A. M. University of Missouri
Edwin McReynolds	History and Political Science A. B., A. M., University of Oklahoma
Harry C. Gockel	History, Economics, Geography A. B., A. M., Washington University
H. C. Chamberlain	Economics and Accounting B. S., Missouri School of Mines; A. M., University of Missouri
Vera Margaret Steininger	Stenography and Typewriting A. B., University of Kansas; A. M., Columbia University; Central Missouri State Teachers College; Sarachon Hooley School of Secretarial Training
Dorothy A. Stone	Stenography, Typewriting, Accounting B. S., A. M., University of Missouri
Paul R. Stevick	Philosophy and Sociology A. B., Southwestern College, Winfield, Kansas; S. T. B., S. T. M., Boston University; Ph. D., University of Iowa
T. Frank Coulter	Music A. B., Olivet College

William H. Dale	Music
B. S., K. S. T. C., Pittsburg, Kansas	
William N. Collins	Physical Education, Coach
B. S., University of Missouri	
Fern Murray Claycomb	Physical Education
B. S., Maryville State Teachers College	
Norman J. Ranum	Mechanical Drawing
B. S., Teachers College, Warrensburg;	
A. M., University of Missouri	
Arthur W. Boles	Art
Chicago Art Institute	
Ellis Kindred	Auto Mechanics
A. W. Duan	Carpentry
Edith Gorman	Librarian
B. S., K. S. T. C., Pittsburg, Kansas	
Marie A. Guengerich	Piano
Graduate, Calhoun School of Music, Joplin. Studied with Helen Scoville, Maurice Dusmenil, John Thompson, Wiktor Labunski, Albert Mirovitch. Student in University of Chicago, 1918. President, Missouri Music Teachers Association, 1935-1936.	
L. Buryl Harman	Piano
Graduate, Chicago Musical College. Studied piano under Dr. Edward Collins, Leopold Godowsky, Percy Grainger, and Dohnanyi; history under Herbert Witherspoon; harmony under Felix Borowski and Laura Drake Harris; counterpoint under Dr. Leslie Laviolette, and composition under Dr. Arnold Volpe.	
Oliver Sovereign	Voice
Studied with Vincent Hubbard and Stephen Townsend, Boston; Louis Graveure and Enrico Rosati, New York. Director, Handel and Haydn Society, Joplin. Choral Director for State of Missouri Fed. Music Clubs. Vice-President, Music Teachers Association.	
George Winter	Voice
Studied with John C. Wilcox, American Conservatory of Music, Chicago. Studied with Percy Rector Stevens, New York.	
Nira Wright	Voice
Graduate, Lamperti-Valda School of Singing, Paris. Studied with John S. Van Cleve, Cincinnati; Mme. Richards Claggett, Dallas; Mme. Johann Hess Burr and William Nelson Burritt, Chicago; Mme. Anna Ziegler, Mme. Valda and Frantz Prochowski, New York.	
Mary Bingham Porter	Violin
Graduate, Drake School of Music, Chicago. Graduate work at Von Ende School of Music, New York. Special study with Sametini, Chicago Musical College, and Jacques Gorden, New York. Master classes of Leopold Auer.	
Alta Cowen Dale	Violincello
B. S. Music, Kansas State Teachers College, Pittsburg. Graduate work in cello, Northwestern University, summers, 1936, 37, 38.	
Merle Martin	Secretary
K. S. T. C., Pittsburg, Kansas; Gregg College, Chicago	

The Joplin Junior College opened September 6, 1938, in its own building at Fourth and Byers Avenue. It is located on a grassy lawn, and the beautiful elm trees which surround the building add much in appearance and comfort. The rooms are large and well-lighted, and the halls and stairways wide and commodious. The laboratories are well-equipped with modern fixtures and apparatus. The auditorium-gymnasium is beautifully decorated and lighted, and has a completely equipped stage for public entertainment.

There are large rooms in the basement for auto mechanics, carpentry, electricity, engineering drawing, art and teacher-training. On the second floor are five recitation rooms besides the auditorium, library and office. Fully-equipped rooms for science, accounting, secretarial work, mathematics, foreign languages and English are provided on the third floor.

The library has over 6,500 volumes. The books have been carefully selected, and are, for the most part, of present value for reference in the different departments of college study, thus making a working library of exceptional value. A card catalogue arranged by author, title, and subject, makes the resources of the library easily available. The current issue of forty leading magazines and scientific journals, as well as several cosmopolitan newspapers, are received regularly, and placed in the reading room before they are filed for reference. During the college year the Library is open from 8 A. M. to 4:45 P. M. General reference books, books reserved for classes, general periodicals, and certain other groups of books are to be consulted only in the reading-room. Books not specially reserved may be drawn for home use for one week.

The Library fines are as follows: (a) Two cents a day for each school day that a week-book is overdrawn. (b) Five cents an hour for each overnight book that is not returned at specified hour and is overdue. (c) Books that are lost or mutilated must be paid for in full.

The college is easily reached from all parts of town and is near bus terminals, making it accessible to those coming from other communities.

PURPOSE

The purpose and aim of the Joplin Junior College is threefold in its nature.

The first aim is to meet the needs of those students who confidently expect to continue their education in a higher institution of learning, to prepare for some profession or continue their study in the general fields of learning for their own personal satisfaction.

The second aim is to introduce the students to the demands of some particular vocation in life and give as much training toward proficiency in that vocation as can reasonably be done in two-years' time. There are many occupations in life that can be called semi-professional. For such occupations the Junior College offers preparation. Many of the curricula offered have been outlined with this purpose in mind.

The third aim is to give its students two years of general cultural training, to make of them better citizens by having contact with the culture of the race, by living and acting in a group of their own age and experience, seeking truth and practicing it.

Good citizens require development in mind, soul and body. The various activities of the college are planned to give students such development. School is not only a preparation for life, but is life.

ACCREDITING RELATIONS

Joplin Junior College has been placed on the list of junior colleges fully accredited by the University of Missouri. Other colleges and universities in Missouri and other states have accepted credits without question. If the work taken by the students is chosen with care and if the grades made are satisfactory, there will be no difficulty in transferring to a senior college or university with the proper advanced standing.

Joplin Junior College is a member of the American Association of Junior Colleges, which entitles the college to representation at the Annual Meeting of the Association.

ADMISSION

Regular Students. Students are eligible for admission who have completed at least fifteen units of work in a high school accredited by the North Central Association or the University of Missouri. Transcripts must be on file with the registrar before the student enrolls.

For admission to the Arts and Science Course and Teacher-Training Course eleven of these units should be from the English, Mathematics, Social Studies, Science, Foreign Language or Psychology groups.

For admission to Pre-Engineering courses prospective students should present at least $1\frac{1}{2}$ units of Algebra and Plane Geometry, included in requirements for the Arts and Science.

For admission to Terminal Courses a transcript of record showing graduation from an accredited high school is required.

Since the entrance regulations for the various senior colleges are not always the same, the above requirements, while providing entrance to the junior college, may not meet the requirements of a particular senior college, university, or special school that the student plans to enter later. High school students should choose their electives to meet these requirements. Students enrolling in the Junior College should also keep these special requirements in mind in selecting studies.

Deficiencies may be removed in three ways: (1) by examination. (2) by taking an equivalent course in college, or (3) by taking the course in an approved high school. Three semester hours of college work will remove one unit of entrance deficiency.

Special Students. The Junior College will admit as special students: (1) those who are unable by reason of regular employment or otherwise to carry the minimum load of twelve hours required

of regular students, (2) mature men or women who have not been graduated from an accredited high school but are able through maturity and experience to carry certain courses in college. A special student will be expected to attend classes, take regular examinations, and meet the same requirements as regular students.

A special student who wishes later to become a candidate for graduation will be required to meet the entrance requirements by examination or by such other methods as he finds possible.

ADVANCED STANDING

Students may present credits received from any accredited college or university for advanced standing in the Junior College. Full credit is allowed for satisfactory work completed in any other college of like standing.

REGISTRATION

All students in attendance are asked to enroll before the close of school each year. This will apply also to seniors in the Joplin Senior High School who intend to enter Junior College in the fall, following graduation. Registration will begin during the week previous to the opening of school in September and January. Registration for the 1940-41 school year will be completed August 28 to September 2, and January 17 and 20, 1941.

A charge of \$1.00 will be made for registration later than the first week of each semester.

FEES, TUITION AND RENTALS

All statements as to fees, tuition and rentals contained in this catalog are by way of announcement only for the school year covered by this catalog, and are not to be regarded as offers to contract on the basis of those statements, inasmuch as the Junior College expressly reserves the right to change any and all fees and other charges at any time without notice being given in advance of such a change.

Time of Payment of Fees, Tuition and Rentals. All fees, tuition and rentals must be paid in full at the time of registration at the opening of each semester as a condition of admission to classes. Registration is not complete until all charges are paid.

Tuition. Tuition is free to all students under 21 years of age who are residents of The School District of Joplin.

Non-Residents or Students 21 Years of Age and Over. Students who are non-residents of Joplin, or students who are 21 years of age and over, are required to pay a tuition fee of twenty dollars (\$20.00) per semester. For eight hours or less the tuition will be charged at the rate of \$1.50 per hour.

Matriculation Fee. A five dollar (\$5.00) matriculation fee is charged all students and is payable at the time they enroll in the Junior College for the first time.

Incidental Fee. All students in the Joplin Junior College are required to pay an incidental fee of twelve dollars (\$12.00) per semester. This fee includes all expense required in every course, ex-

cept breakage in laboratory courses, tuition charges, and rentals on books and locks. Students who are permitted to carry work leading to credit of from five to eight hours during the semester will be admitted on payment of an incidental fee of eight dollars (\$8.00) per semester. Students enrolled for credit of four hours or less for the semester will be admitted on payment of an incidental fee of five dollars (\$5.00).

Students leaving school and dropping classes for which they have paid fees, prior to the close of the first four weeks, will receive refunds in accordance with the following schedule: First and second weeks, 80%; third and fourth weeks, 50%. After the expiration of the fourth week, no refunds will be made.

Textbooks and Lock Rental Fee. All textbooks and locks are owned by the school and are rented to the students. A deposit of eight dollars (\$8.00) is required, of which amount three dollars (\$3.00) will be returned when all books and locks are returned by the student.

Book rentals for part-time students will be as follows: From five to eight hours inclusive the deposit will be six dollars (\$6.00) per semester with a refund of two dollars (\$2.00). For four hours or less the deposit will be four dollars (\$4.00) with a refund of one dollar (\$1.00).

Rental deposits will be refunded throughout the first two weeks of each semester if the course has been changed or dropped with the permission of the Dean. After the first two weeks no refunds will be made.

Applied Music Fee. A fee of twenty-five dollars (\$25.00) per semester will be made and must be paid at the Junior College office at the time of enrollment.

Laboratory Breakage Fee. A deposit of one dollar (\$1.00) for breakage is charged for all laboratory courses in chemistry. Any unused portion will be refunded at the close of the semester. Should the amount of breakage exceed the deposit, an extra dollar (\$1.00) must be deposited.

Fee for Late Registration. Every student who makes known his desire to enroll after the close of the first week of each semester, must pay a fee of \$1.00 for late registration in addition to his other fees.

Fee for Change in Program. A fee of fifty cents (50c) must be paid for each petition to change a course after the first week of the semester.

Examination Fee. Students absent from periodic or term examination may be given a special examination at the time set by the instructor upon the payment of fifty cents (50c) in advance, provided the absence is excused.

Transcript Fee. A fee of fifty cents (50c) is charged for duplicate transcript of credits.

SCHOLARSHIPS

The Junior College offers a scholarship to the high ranking high school graduates. The scholarship covers the tuition for one year

and may be awarded to a student in the highest one-tenth of the current graduating class. Only one scholarship may be granted each high school. This award should be made by the respective high school at its commencement exercises and the name of the recipient sent to the Dean of the college.

REGULATIONS, GRADES AND DEGREES

Amount of Work Permitted

Fifteen hours of work in addition to physical training is considered a standard load. In the freshman year students are not permitted to carry more than sixteen hours exclusive of physical training which is required of all students. Sophomores may not carry more except by special permission granted by the Dean of the school. Regular students are not permitted to carry less than twelve hours, except by special arrangement. Such permission is given only to those regularly employed in part-time positions. Employed persons wishing to carry courses of study in the college may enroll as special students.

Major-Minor

It is the practice of the University of Missouri and of many other colleges and universities to require students to complete for graduation a major of at least 24 hours and a minor of at least 18 hours.

All students who intend to complete their work for a degree in some higher institution of learning should notify the Dean of their intention before the end of the freshman year and be assigned to particular advisors. These advisors will help students to plan their courses so as to meet the special requirements of the particular schools which they expect to enter.

Requirements for Graduation

Candidates for graduation from the Joplin Junior College are required to complete 64 credit hours, together with 64 honor points including physical training. Four of these hours are allowed for physical education, which is required of all students.

Honor Points

Honor points are calculated as follows:

E equals excellent	3 honor points per credit.
S equals superior	2 honor points per credit.
M equals medium	1 honor point per credit.
I equals inferior	0 honor points per credit.

Exceptions to the honor-point requirement will be made only after full consideration by the Scholarship Committee.

Although a student may thus maintain only an average of I and remain in College, a student with such a record cannot be considered for graduation.

Degrees and Diplomas

The Associate in Arts degree will be awarded to those meeting the above requirements in the Arts and Science curriculum, which includes the Pre-Law, Pre-Medical and Pre-Journalism curricula.

The Associate in Science degree will be awarded to those meeting the requirements in the Pre-Engineering curriculum.

The Associate in Education degree will be awarded to those meeting the requirements in the Teacher-Training curriculum.

The Associate in Music degree will be awarded to those students who complete the two-year course in Piano, Violin, Cello, or Public School Music.

In terminal curricula the diploma will be a certificate showing the completion of two-years' work required in preparation for definite work in a vocation.

The Two-Year State Certificate, permitting the holder to teach in the elementary or rural schools of Missouri, will be granted by the Missouri State Department of Education to all graduates who complete the prescribed course.

CHANGES IN PROGRAM

No student may withdraw from a course or from the College without the permission of the Dean of the College.

If a student withdraws from a course after the first six weeks of the semester without such permission, he shall receive a grade of F of the course. This F become a part of the student's permanent transcript.

If a student withdraws from a course before the end of the third week of the semester with the permission of the Dean of the College, he shall be given a W (withdrawal) in the course.

The student must present the withdrawal permit to the instructor concerned, immediately, or a grade of F will be reported.

No student may withdraw from a course after the third week and receive a W, if his grade in that course is F.

STUDENT CONDUCT AND ATTENDANCE

Student Conduct. Junior College students are considered as having reached the age of responsibility and discretion. Their conduct, both in school and out, is expected to be dignified and honorable. They must realize from the first that the responsibility for their success in college work rests largely with themselves. The rules of this College are the rules of good behavior.

The Junior College must demand of its students the same degree of personal responsibility as do the higher institutions of learning which they are preparing to enter. Students are allowed all the freedom generally accorded college students in so far as such freedom is consistent with the interests of the College. All appropriate means are used to develop and confirm in the students a higher sense of personal honor and regard for the truth as representing the foundation for good conduct. A few plain and reasonable rules are prescribed, and each student is expected to abide by them. In

observing these regulations, the conduct of a lady or gentleman is the standard to which everyone is expected to conform. The student's sense of honor is the main reliance, and his word of honor will go far in the matters touching his personal conduct. Misconduct, of course, makes the student liable for disciplinary action.

Attendance Regulations. Regular attendance in all classes is required and irregular attendance is held as sufficient cause for failure in any course. The student is directly responsible to his instructor for the classwork lost by his absence. He should understand that the loss of a single period means the loss of work which he will find very difficult or even impossible to make up.

Absences for acceptable causes may be excused, up to the number of credits that the course carries. Thereafter, except in case of protracted illness for which special arrangements may be made, the credit will be reduced. Application for an excused absence must be presented immediately upon the student's return to school, to the Dean of Women, or Dean of Men, and if none is presented the absence is regarded as unexcused. An application for an excuse coming from a student who already has a number of unexcused absences may be refused.

No "cuts" are allowed and the student must understand that even one unexcused absence or "cut" will entail a reduction in the grade. Penalties in the form of negative credit will be inflicted for all unexcused absences according to the following scale: One-tenth hour will be deducted from the credit of any course for each unexcused absence up to and including the number of credits that the course carries (3 for a 3 hour course, etc.); thereafter one-half hour will be deducted. Any student whose total number of unexcused absences is equal to one-sixth of the total recitation meetings will not be allowed to take the final examination in that course, and will be given a failing grade.

Any student whose total number of absences in any course is equal to one-sixth of the total recitation meetings of that course will not be allowed to take the final examination in that course and will be given a failing grade.

Absences immediately before or immediately following a holiday are counted as double absences and are not excusable.

Three tardies constitute an unexcused absence, but if as much as one-half of the recitation period is missed, that tardy is equal to one absence.

Students absent from periodic or term examinations may be given a special examination at the time set by the instructor upon the payment of fifty cents in advance, provided the absence is excused. Otherwise the grade is F.

Late enrollment beyond the first week of a semester reduces the credit according to the above schedule.

SYSTEM OF GRADING

The grades given for work in the Junior College are as follows: E means that the individual is one of the few most excellent stu-

dents. S means that the student ranks among those who are superior. The mark of M means that the student ranks among the students of medium or average ability. The mark of I means that the student is below the average. The mark F means that the student has failed to meet the minimum requirements of the course. W means withdrawal from the course, with the permission of the Dean.

A student may be reported incomplete (Inc.) if some portion of his work remains unfinished. To secure credit, this work must be completed within two weeks; otherwise the recorded mark will be F.

GRADE REPORTS

Written reports of grades for students are sent to parents or guardians at the end of each mid-semester.

Final examinations are held in all subjects at the end of each semester, at which time complete reports are sent to parents or guardians.

SEMESTER HOUR

A semester hour of credit represents one hour of recitation or lecture, or two hours of laboratory a week for a period of 18 weeks.

GENERAL RULES

It is very important that students should learn to be on time at all classes and at all meetings of whatever sort — Orchestra, Glee Club, class play, assembly and others. Irregularity in attendance at group meetings will soon destroy the interest of the individual and that of the groups. Irregular students usually fail to be successful and always retard work of the group.

To be eligible for participation in contests for the school, students must be doing passing work in at least 10 hours.

Students to be eligible for athletics must have passed in at least 9 hours' work the preceding semester in school.

If any student in any nine-weeks' period makes two F's he must report to the Scholarship Committee.

Students should plan their time so as to give at least two hours of preparation to each hour recitation.

Students who withdraw from Junior College without being formally dismissed from the institution, may not be recommended to other colleges.

Students withdrawing without paying all required fees, rentals, etc., may not be recommended to other colleges until all obligations are cleared.

CURRICULA

In the Arts and Science Curriculum are found the courses that are accepted for credit in the first and second year at the University of Missouri, and in most of the colleges and universities throughout the country.

The following are the minimum requirements:

1. The candidate must have been regularly admitted to the college.
2. He must complete the following required courses, and electives selected from the following list sufficient to make the total number of hours required:
 - a. English Composition and Rhetoric — 6 hours.
 - b. Fifteen hours in one foreign language. If a student presents for admission two units in a single foreign language and continues with that language in college, he will be excused from the first five hours of this requirement.
 - c. Three hours of Mathematics or Logic unless three units of Mathematics have been presented for admission.
 - d. Five hours of physical science (Chemistry or Physics) unless two units of these have been presented for admission.
 - e. Five hours of a biological science (Botany or Zoology) unless two units of these have been presented for admission, and preferably during the first three years.
 - f. Ten hours in at least two of the social studies (Economics, Geography, History, Political Science, Sociology).
 - g. Eight hours in at least two of the humanistic studies (Literature, Philosophy, the Fine Arts.)
 - h. Physical Education. Two years.
 - i. A sufficient number of hours to complete the 64-hour requirement. These should be selected from those listed below under the Arts and Science Curriculum.

Suggested Curricula may be found below to meet the requirements for pre-law, pre-medicine, pre-engineering, pre-journalism, pre-business and public administration.

Terminal two-year curricula are also offered for those who do not seek college credit. Subjects taken in these curricula may or may not be given credit in various colleges, should a student later seek admission.

ARTS AND SCIENCE CURRICULUM

FIRST YEAR

	Hrs.		Hrs.
English Composition and Rhetoric (1)	3	English Composition and Rhetoric (2)	3
Foreign Language — Spanish, French or German	5	Foreign Language — Spanish, French or German	5
History (1)	3	History (2)	3
History (3)	3	History (4)	3
College Algebra (1)	5	American History (5)	5
College Algebra and Trigonometry (3)	5	Analytic Geometry (4)	5
General Zoology (1)	5	Trigonometry (2)	2
General Inorganic Chemistry (1)	5	Introduction to Mathematics of Finance (8)	3
Fundamentals of Speech (5)	2	General Botany (2)	5
English Masterpieces (3)	2	General Inorganic Chemistry (2)	3 or 5
General Psychology (1)	3	General Psychology (1)	3
Educational Psychology (2)	3	Educational Psychology (2)	3
Introductory Geography (1)	3	Fundamentals of Speech (5)	2
Art Survey (1)	3	English Masterpieces (4)	2
Introduction to Music I (1)	3		

Life and Literature of the Old Testament (50)	3	Art-Composition I (2) or Drawing I (5)	3
Elementary Logic (1)	3	Introduction to Music II (2)	3
Hygiene (3)	2	Life and Literature of the New Testament (60)	3
		Introduction to Philosophy (2)	3
		Introductory Geography (1)	3
		Hygiene (3)	2
Physical Education	R	Literary Interpretation (17)	3
		Physical Education	R

SECOND YEAR

	Hrs.		Hrs.
English Life and Literature (11)	3	English Life and Literature (12)	3
Elementary College Physics (1)	5	Elementary College Physics (2)	3
General College Physics (3)	5	General College Physics (4)	5
Economics (8)	5	Government of the United States (11)	5
Foreign Language — Spanish, French or German	3 or 5	Foreign Language — Spanish, French or German	3 or 5
Differential Calculus (5)	5	Integral Calculus (6)	5
Public Speaking (15)	3	Argumentation (16)	3
Qualitative Analysis (3)	3	Quantitative Analysis (4)	5
Comparative Anatomy of Vertebrates (4)	5	Bacteriology (6)	3
Educational Psychology (2)	3	Economic Geography (2)	2
Introductory Geography (1)	3	Educational Psychology (2)	3
Art — Composition II (3)	3	Art — Composition III (4)	3
Drawing II (6)	3	Drawing III (7)	3
Elementary Harmony (11)	3	Advanced Harmony (12)	3
Music Literature I (13)	2	Music Literature II (14)	2
Physical Education	R	Physical Education	R

Total hours per semester 16

PRE-BUSINESS AND PUBLIC ADMINISTRATION
CURRICULUM

The aim of this course is to meet the college requirements so that students who have completed the two years of work in the Junior College may enter the junior year of college work.

FIRST YEAR

	Hrs.		Hrs.
English Composition and Rhetoric (1)	3	English Composition and Rhetoric (2)	3
General Inorganic Chemistry (1)	5	General Botany (2) or General Zoology (1) or General Inorganic Chemistry (2)	5
College Algebra (1)	5	Trigonometry (2)	2
*Accounting (1)	3	*Accounting (2)	3
History (1)	3	History (2) or American History (5)	3 or 5
Physical Education	R	Physical Education	R
Electives:			
Foreign Language — Spanish, French or German	5	Foreign Language — Spanish, French or German	5
Fundamentals of Speech (5)	2	Fundamentals of Speech (5)	2
College Algebra and Trigonometry (3)	5		

*Not offered for credit in Senior College. Required unless one year of Accounting in high school is presented for entrance.

SECOND YEAR

	Hrs.		Hrs.
English Life and Literature (11) ..	3	English Life and Literature (12) ..	3
Economics (8)	5	Government of the United	
Public Speaking (15)	3	States (11)	5
Accounting (11)	3	General Sociology (1)	3
Introduction to Mathematics		Accounting (12)	3
of Finance (8)	3	Economic Geography (2)	2
Physical Education	R	Physical Education	R
Electives:		Electives:	
Foreign Language — Spanish,		Foreign Language — Spanish,	
French or German	3 or 5	French or German	3 or 5
General Psychology (1)	3	Elementary College Physics (2)	3
Elementary College Physics (1)	5	Introduction to Mathematics	
		of Finance (8)	3
		Argumentation (16)	3
		Total Hours per semester	16

PRE-ENGINEERING CURRICULUM

FIRST YEAR

Common to all Engineering Curricula:

Hrs.

	Hrs.		Hrs.
College Algebra and		Analytic Geometry (4)	5
Trigonometry (3)	5	General Inorganic	
General Inorganic Chemistry (1) ..	5	Chemistry (2)	3 or 5
English Composition		English Composition	
and Rhetoric (1)	3	and Rhetoric (2)	3
Engineering Drawing I (1)	3	Descriptive Geometry (2)	3
Physical Education	R	Physical Education	R

SECOND YEAR

Hrs.

	Hrs.		Hrs.
Differential Calculus (5)	5	Integral Calculus (6)	5
General College Physics (3)	5	General College Physics (4)	5
Economics (8)	5	Public Speaking (15)	3
Physical Education	R	Physical Education	R
Electives:		Electives:	
Qualitative Analysis (3)	3	Quantitative Analysis (4)	5
Foreign Language — Spanish,		Foreign Language — Spanish,	
French or German	5	French or German	5
Engineering Drawing II (3)	3		
		Total hours per semester	16

PRE-JOURNALISM CURRICULUM

FIRST YEAR

Hrs.

	Hrs.		Hrs.
English Composition		English Composition	
and Rhetoric (1)	3	and Rhetoric (2)	3
Foreign Language — Spanish,		Foreign Language — Spanish,	
French or German	5	French or German	5
General Zoology (1) or General		History (electives)	6
Inorganic Chemistry (1)	5	English Masterpieces (3)	2
*College Algebra (1)	5		
or			
Fundamentals of Speech (5)	2	Physical Education	R
Physical Education	R		

SECOND YEAR

Hrs.

	Hrs.		Hrs.
English Life and Literature (11) ..	3	English Life and Literature (12) ..	3
Economics (8)	5	Government of the	
General Psychology (1)	3	United States (11)	5

American History (5)	5	General Sociology (1)	3
		General Inorganic Chemistry (1) or General Botany (2)	5
Physical Education	R	Physical Education	R

*Unless on entrance 3 units of high school mathematics have been presented.
Total hours per semester 16

PRE-LAW CURRICULUM

	Hrs.		Hrs.
English Composition and Rhetoric (1)	3	English Composition and Rhetoric (2)	3
Foreign Language or Science	5	Foreign Language or Science	5
History (1)	3	History (2)	3
Elementary Logic (1)	3	English Masterpieces (3)	2
Fundamentals of Speech (5)	2	Electives	3
Physical Education	R	Physical Education	R

SECOND YEAR

	Hrs.		Hrs.
American History (5)	5	Government of the United States (11)	5
Economics (8)	5	General Sociology (1)	3
Public Speaking (15)	3	Argumentation (16)	3
General Psychology (1)	3	Science	5
Physical Education	R	Physical Education	R

Total hours per semester 16

PRE-MEDICAL CURRICULUM

FIRST YEAR

	Hrs.		Hrs.
English Composition and Rhetoric (1)	3	English Composition and Rhetoric (2)	3
General Inorganic Chemistry (1) ..	5	General Inorganic Chemistry (2) ..	5
General Zoology (1)	5	General Botany (2)	5
College Algebra (1)	3	Trigonometry (2)	2
Physical Education	R	Physical Education	R

SECOND YEAR

	Hrs.		Hrs.
Qualitative Analysis (3)	3	Quantitative Analysis (4)	5
Elementary College Physics (1) ..	5	*Foreign Language — French or German	5
*Foreign Language — French or German	5	Elementary College Physics (2) ..	3
History (elective)	3	Elective	3
Physical Education	R	Physical Education	R

Electives:

Economics (8)	5
Government of United States (11) ..	5
Public Speaking (15)	3
General Sociology (1)	3
Comparative Anatomy of Vertebrates (4)	5
Total Hours per semester	16

*If not taken in high school.

APPLIED MUSIC CURRICULUM (Terminal)

FIRST YEAR			
	Hrs.	Hrs.	
English Composition and Rhetoric (1)	3	English Composition and Rhetoric (2)	3
Foreign Language — Spanish, French or German	5	Foreign Language — Spanish, French or German	5
Introduction to Music I (1)	3	Introduction to Music II (2)	3
Music Major: Piano, Violin, Voice 1		Music Major: Piano, Violin, Voice 1	
English Masterpieces (3)	2	English Masterpieces (4)	2
Physical Education	R	Physical Education	R
Electives:			
Orchestra	1	Chorus	1
Second Year			
	Hrs.	Hrs.	
Music Major: Piano, Violin, Voice 1		Music Major: Piano, Violin, Voice 1	
Elementary Harmony (11)	3	Advanced Harmony (12)	3
Music Literature I (13)	2	Music Literature II (14)	2
Foreign Language — Spanish, French or German	3 or 5	Foreign Language — Spanish, French or German	3 or 5
English Life and Literature (11) ..	3	English Life and Literature (12) ..	3
Physical Education	R	Physical Education	R
Electives:			
Orchestra	1	Chorus	1
Total hours per semester			
	16		

TEACHER-TRAINING CURRICULUM

FIRST YEAR			
	Hrs.	Hrs.	
English Composition and Rhetoric (1)	3	English Composition and Rhetoric (2)	3
General Psychology (1)	3	Educational Psychology (2)	3
History (1) or (3)	3	American History (5)	5
Hygiene (3)	2	General Botany (2)	5
Elementary School Organization and Management (5)	3		
Public School Music (5) or Art Survey (1)	2 or 3		
Physical Education	R	Physical Education	R
SECOND YEAR			
	Hrs.	Hrs.	
English Life and Literature (11) ..	3	Children's Literature (13)	2
Technique of Teaching in the Elementary Schools (11)	3	Observation and Practice Teaching in the Elementary Schools (16) ..	3
Public School Music (5) or Art Survey (1)	2 or 3	Government of the United States (11)	5
Physical Education	R	Teaching of Arithmetic in the Elementary Schools (12)	2
Electives:			
History (2) or (4)	3	Physical Education	R
Introduction to Geography (1)	3		
Science	5		
Fundamentals of Speech (5)	2		
Total hours per semester			
	16		

This curriculum meets the requirements of the State Superintendent for a Two-Year Elementary Teachers Certificate.

AUTOMOBILE MECHANICS CURRICULUM (Terminal)

FIRST YEAR		Hrs.	Hrs.
English Composition and Rhetoric (1)	3		
College Algebra (1)	5	English Composition and Rhetoric (2)	3
Engineering Drawing I (1)	3	Trigonometry (2)	2
Shop Practice	5	Engineering Drawing II (3)	3
Physical Education	R	Shop Practice	5
		Elective	3
		Physical Education	R
SECOND YEAR		Hrs.	Hrs.
Elementary College Physics (1)	5		
General Inorganic Chemistry (1)	5	Elementary College Physics (2)	3
Shop Practice	5	Government of the United States (11)	5
Physical Education	R	Shop Practice	5
		Elective	3
		Physical Education	R
Total hours per semester		16	

CARPENTRY CURRICULUM (Terminal)

FIRST YEAR		Hrs.	Hrs.
English Composition and Rhetoric (1)	3		
College Algebra (1)	5	English Composition and Rhetoric (2)	3
Engineering Drawing I (1)	3	Business Arithmetic (7)	3
Shop Practice	5	Trigonometry (2)	2
Physical Education	R	Descriptive Geometry (2)	3
		Shop Practice	5
		Physical Education	R
SECOND YEAR		Hrs.	Hrs.
Drawing (Architectural) (4)	3		
Economics (8)	5	Drawing (Architectural) (4)	3
Fundamentals of Speech (5)	2	Government of the United States (11)	5
Shop Practice	5	Building Estimating (3)	3
Physical Education	R	Shop Practice	5
		Physical Education	R
Total hours per semester		16	

GENERAL BUSINESS CURRICULUM (Terminal)

The aim of this department is to give special training in fundamentals relative to business for those who do not plan to go beyond Junior College. Emphasis is placed on subjects which will equip the student (after some experience has been gained in actual field of business) to advance into positions of responsibility. This curriculum is not given for college credit, but many of the subjects could be so offered.

FIRST YEAR		Hrs.	Hrs.
English Composition and Rhetoric (1)	3		
*Accounting (1)	3	English Composition and Rhetoric (2)	3
Introduction to Business (7)	2	*Accounting (2)	3
Physical Education	R		
Electives:			
Shorthand — Transcription (13)	3	Physical Education	R
Typewriting (5 or 15)	3	Electives:	
Shorthand (3)	5	Secretarial Typewriting A or B (16 or 17)	2

Salesmanship (23)	3	Shorthand — Dictation (4)	3
Fundamentals of Speech (5)	2	Advertising (24)	3
Business Arithmetic (7)	3	Fundamentals of Speech (5)	2

*If one year has not been taken in high school.

SECOND YEAR

	Hrs.		Hrs.
Economics (8)	5	Government of the United States (11)	5
*Accounting (11)	3	Accounting (12)	3
Physical Education	R	Physical Education	R
Electives:		Electives:	
Business Organization and Management (25)	3	Business Law (30)	3
Shorthand (13)	3	Mercantile Organization and Credits (27)	3
Secretarial Typewriting A or B (16 or 17)	3 or 2	Introduction to Business (7)	3
		Shorthand (14)	3
		Secretarial Typewriting A or B (16 or 17)	2
		Economic Geography (2)	2

*Required of students majoring in Accounting. A grade of M or better is required in accounting (1 and 2).

Total hours per semester 16

SECRETARIAL CURRICULA (Terminal)

In order to give opportunity for students to specialize in distinctly secretarial work, two secretarial curricula are offered, on the completion of which a Secretarial Certificate will be granted.

Secretarial Certificate A will be granted to students who have had two years' high school commerce work or its equivalent. They must be able to pass at the end of the course, a 120-word test on new matter, dictated for five minutes and transcribed with 95 per cent accuracy, and pass a 10 minute typing test at 50 words per minute, with at least 90 per cent accuracy.

SECRETARIAL CERTIFICATE A

FIRST YEAR

	Hrs.		Hrs.
Business Arithmetic (7)	3	English Composition and Rhetoric (2)	3
English Composition and Rhetoric (1)	3	Shorthand (14)	3
Shorthand (13)	3	Secretarial Typewriting A (16)	2
Introduction to Business (7)	2	Physical Education	R
Typewriting (15)	3	Electives	8
Physical Education	R		
Electives	2		

Electives: (Business)

	Hrs.
Accounting (11) (12)	3
Salesmanship (23)	3
Advertising (24)	3

SECOND YEAR

	Hrs.		Hrs.
Secretarial Procedures (21)	3	Office Machines (20)	3
Secretarial Typing B (17)	2	Business Law (30)	3
Economics (8)	5	General Psychology (1)	3
Fundamentals of Speech (5)	2	General Elective	4
General Elective	3	Physical Education	R
Physical Education	R	Economic Geography (2) or Introduction to Geography (1)	2 or 3
*Accounting (1)	3		

*Not required if one year of Bookkeeping has been completed in high school.

Electives:

	Hrs.
Introduction to Mathematics of Finance (8)	3
Business Organization and Management (25)	3
Mercantile Organization and Credits (27)	3
Economic Geography (2)	2
Total hours per semester	16

SECRETARIAL CERTIFICATE B

Secretarial Certificate B will be granted to students who have had no previous training either in high school or business college. At the end of the course they must be able to pass a 100-word test on new matter, dictated for five minutes and transcribed with 95 per cent accuracy, and pass a 10 minute typewriting test at 50 words per minute — at least 90 per cent accurate.

FIRST YEAR

	Hrs.		Hrs.
English Composition and Rhetoric (1)	3	English Composition and Rhetoric (2)	3
Introduction to Business (7)	2	Business Arithmetic (7)	3
Shorthand (3)	5	Shorthand (4)	3
Typewriting (5)	3	Typewriting (6)	3
Accounting (1)	3	Accounting (2)	3
Physical Education	R	Physical Education	R

Electives:

	Hrs.
General Psychology (1)	3
Salesmanship (23)	3
Advertising (24)	3
Calculator (28)	3

SECOND YEAR

	Hrs.		Hrs.
Shorthand (13)	3	Business Law (30)	3
Typewriting (15)	3	Shorthand (14)	3
Secretarial Procedures (21)	3	Secretarial Typewriting A (16)	2
Economic Geography (2)	2	Office Machines (20)	3
Physical Education	R	Physical Education	R
Electives	5	Electives	5

Electives:

Fundamentals of Speech (5)	2
General Psychology (1)	3
Salesmanship (23)	3
Advertising (24)	3
Economics (8)	5
Business Organization and Management (25)	3
Mercantile Organization and Credits (27)	3

Total hours per semester

MEDICAL SECRETARIAL CURRICULUM (Terminal)**FIRST YEAR**

	Hrs.		Hrs.
English Composition and Rhetoric (1)	3	English Composition and Rhetoric (1)	3
General Zoology (1)	5	General Inorganic Chemistry (1)	5
Shorthand (3) (4) or (13)	5 or 3	Shorthand (4) or (14)	3

Typewriting (5) or (15)	3	Typewriting (6) or Secretarial
Physical Education	R	Typewriting (16) A
Electives:		3 or 2
English Masterpieces (3)	2	Hygiene (3)
		2
		Physical Education
		R
SECOND YEAR		
	Hrs.	Hrs.
Anatomy and Physiology (5)	3	Bacteriology (6)
Medical Accounting (26)	3	Medical Shorthand (22)
Shorthand (18)	3	Medical Typewriting (32)
Typewriting (15)	2	Medical Ethics and
General Psychology (1)	3	Office Procedure (7)
Fundamentals of Speech (5)	2	General Sociology (1)
		3
		Electives
		3
Physical Education	R	Physical Education
		R
Total hours per semester		16

GENERAL CULTURE CURRICULUM (Terminal)

FIRST YEAR		Hrs.	
English Composition and Rhetoric (1)	3	English Composition and Rhetoric (2)	3
English Masterpieces (3)	2	English Masterpieces (4)	2
History (1) or (3)	3	History (1) or (3)	3
Physical Education	R	Physical Education	R
Electives:		Electives:	
Elementary Logic (1)	3	Introduction to Philosophy (2)	3
Foreign Language — Spanish,		Foreign Language — Spanish,	
French or German	5	French or German	5
General Inorganic Chemistry (1) ..	5	General Inorganic Chemistry (2) ..	3
General Zoology (1)	5	General Botany (2)	5
Art Survey (1)	3	Art-Composition I (2) or	
Introduction to Music I	3	Drawing I (5)	3
Fundamentals of Speech (5)	2	Introduction to Music II (2)	3
General Psychology (1)	3	General Psychology (1)	3
		Fundamentals of Speech (5)	2
SECOND YEAR		Hrs.	
English Life and Literature (11) ..	3	English Life and Literature (12) ..	3
Physical Education	R	Physical Education	R
Electives:		Electives:	
Economics (8)	5	General Sociology (1)	3
American History (5)	5	Government of the	
United States (11)	5	United States (11)	5
Public Speaking (15)	3	Argumentation (16)	3
Science	5	Science	5
Elementary Harmony (11)	3	Advanced Harmony (12)	3
Music Literature I (1)	2	Music Literature II (14)	2
Art-Composition II (3) or		Art-Composition III (4) or	
Drawing II (6)	3	Drawing III (7)	7
Introductory Geography (1)	3	Theory and Practice of Literary	
Theory and Practice of Literary		Interpretation (17)	3
Interpretation (17)	3	Economic Geography (2)	2
Education	5	Education	5
Total hours per semester			16

PRACTICAL ELECTRICITY CURRICULUM (Terminal)

FIRST YEAR		Hrs.	Hrs.
English Composition and Rhetoric (1)	3	English Composition and Rhetoric (2)	3

College Algebra (1)	5	Trigonometry (2)	2
Engineering Drawing I (1)	3	General Sociology (1)	3
Introductory Electricity (1-A) (6 weeks)		Engineering Drawing II (3)	3
*A. C. and D. C. Currents (1-B) (12 weeks)		House Wiring (2-A) (6 weeks)	
	5	Electrical Machinery and Installa- tion (2-B) (12 weeks)	
Physical Education	R	Physical Education	R

*Two hours per day.

SECOND YEAR

	Hrs.		Hrs.
General Inorganic Chemistry (1) ..	5	General College Physics (3)	5
Economics (8)	5	Government of the United States (11)	5
A. C. and D. C. Circuits (3-A) (6 weeks)		Illumination (4-A) (6 weeks)	
Power Plants Operation (3-B) (12 weeks)		Radio, Theory and Repair (4-B) (12 weeks)	
	5		
Physical Education	R	Physical Education	R
		Total hours per semester	16

STATEMENT OF COURSES

ART

Theory and Practice

Elementary Courses

Art Survey. (1) Fundamental study of the materials and methods of the artist as used creatively. Course for students interested in design, commercial art, teaching, cartooning and fine art. A brief summary of art through the ages is given in conjunction. Credit: Three hours.

Composition I. (2) Prerequisite, Course 1. Elementary training in picture making or the successful combination of drawing and color in interesting pattern. Credit: Three hours.

Composition II. (3) Prerequisite, Course 2. Advanced work in pictorial organization. Credit: Three hours.

Composition III. (4) Prerequisite, Course 3. Mural design or easel painting. Credit: Three hours.

Drawing I. (5) Prerequisite, Course 1. Use of fundamental theory of drawing as found in the creation of geometrical and human form in two dimensions. Credit: Three hours.

Drawing II. (6) Prerequisite, Course 5. Study human form, stressing artistic anatomy. Credit: Three hours.

Drawing III. (7) Prerequisite, Course 6. Advanced study of human form in relation to landscape. Credit: Three hours.

AERONAUTICS

Joplin Junior College was among the schools selected for the Civil Aeronautics Authority Civilian Pilot Training Program during the school year 1939-40. The quota for the year was ten students, who were eligible to receive from thirty-five to fifty hours of flight training at government expense. Upon satisfactory completion of their flight test and concurrent passage of their Ground School Course they were eligible for a Private Pilot Certificate. Students who enroll for the Ground School Course and who do not qualify for the flight work will receive four-hours credit (terminal) for their work, and become eligible for future participation in the flight training in the order of their ranking in the Ground School Course. The quota for flight training for 1940-41 has not been assigned, but we are encouraged to expect a larger quota than the one assigned for the past year.

C. A. A. Ground School Course. Follows the Civil Aeronautics Authority Controlled Private Flying Course outline. Covers Civil Air Regulations, History of Aviation, Aircraft, Parachutes, and Theory of Flight, Navigation, Meteorology, Aircraft Instruments, and Radio Forms and Uses. Students taking flight training will have to pass a Civil Aeronautic Authority examination in Regulations, Navigation, and Meteorology with a grade of at least 70, as well as having a grade of at least 70 in all tests given by the college in other sections of this course. Sophomores are given preference for participation in flight work. Credit: Four hours.

AUTO MECHANICS

This course aims to provide the training required of a competent all-round automobile repair man. The instruction consists of shopwork and lectures. The course covers the entire field of automobile maintenance and repair, including engines, chassis, carburetors, starting, lighting, and ignition systems, battery work, etc., with full attention to both theory and practical work in the shop.

FIRST YEAR

The shop work for the first year includes proper use of the hack saw, draw filing, use of the drill press, thread cutting, micrometer reading, lathe work and acetylene welding.

Many minor repair jobs on automobiles may be done by first-year students when ability is shown. Classroom instruction on fundamental principles is given. Lathe work and welding is demonstrated. Instruction is given on various metals and their use, diagnosing car troubles, and estimating cost of repair. Students are also trained in meeting and adapting themselves to people. Credit: Five hours each semester.

SECOND YEAR

Reboring and overhauling motors, fitting different types of pistons, learning how to determine the proper clearance for connecting rods and main bearings in the full pressure oil systems and the splash system. Actual repair work on clutch and transmission, drive shafts, differentials, brake relining and adjusting. Real projects are made on the metal lathe, thread cutting, inside and out. Soldering and welding on different metals. Credit: Five hours each semester.

GENERAL BUSINESS COURSES

Accounting. (1 and 2, f and w) Fundamental principles applied to modern business practice. Comprehensive study of various books of account, special journals as applied to varied forms of business enterprises; preparation of balance sheets and profit and loss statements. Credit: Three hours.

Introduction to Business. (7f) A comprehensive treatment of the business structure as a whole, the factors and forces that contribute to its growth, that influence it and the way in which it functions. A study of types of business, business records, credit instruments, finance, marketing, advertising, the business cycle, and factors that influence and govern business. Credit: Two hours.

Salesmanship. (23f) A study of the fundamental principles that govern all types of selling, including retail selling, wholesale selling, advertising and sales correspondence. This study emphasizes and shows the relationship of the qualities which distinguishes good selling to every aspect of life. It marks out the path for definite and specific training in selling as a vocation. Credit: Three hours.

Advertising. (24w) This study gives to the student of business a broad, yet sufficiently detailed knowledge of advertising principles and procedure. The student of business should know something about this highly important subject. The great volume of paid advertising in America today is exemplified by radio broadcasting, by newspapers and by magazines. This course covers

the best of current thought and practice in advertising. Credit: Three hours.

Economics. (8w) A study of the influence of economic conditions upon American social, business and political development. Much stress is placed on factors of production, value and price, money and credit, business cycles and many other phases of economic activities. Modern economic problems of present American life, such as deflation, monetary stabilization, relief measures, social security program, and tariff changes are considered. Credit: Five hours.

Accounting. (11 and 12, f and w) A knowledge of accounting is useful to practical men in all fields of business, as well as to office assistants and professional accountants. With the growing complexity of business and the ever-increasing problems in management, it becomes essential that everyone who aspires to a position of responsibility, should have a knowledge of the fundamentals of accounting. The course will give the second-year college student a broad conception of accounting principles and practice. Students who have had one year of high school bookkeeping with a grade of M, may take this course in the sophomore year upon special permission of the Instructor.

Prerequisite, Accounting I and II with grade of M or better. Credit: Three hours.

Medical Accounting. (26) This course is planned for medical secretarial students. The fundamental principles of bookkeeping are developed logically and applied in the terms of the physician. Various types of accounts, reports, and records kept by physicians and hospitals will be studied from a practical point of view. Credit: Three hours.

Business Organization and Management. (25f) This course deals with the underlying principles and phases which form the foundation for the successful conduct of business. A study is made of the problems of purchasing, production control, employment methods. The aims are to acquaint the student with the knowledge and technique of business management and executive responsibility. Students will be in a better position to intelligently carry on their work as business men and to grasp opportunities for advancement and success in their business careers. Credit: Three hours.

Business Law. (30w) This subject presents the more common rules and principles governing business conduct. The student is not qualified to act as his own lawyer, but the subject matter will give him an appreciation of law as a form of social control, a training in distinguishing issues, in clear thinking and above all an awareness of legal situations involving rights and liabilities which should be recognized. Cases and problems are given to illustrate the many legal principles involved. Credit: Three hours.

Mercantile Organization and Credits. (27w) The purpose of this course is to give the student of retailing a general survey of those principles which govern successful store management. College students who are preparing themselves to enter various phases of retail merchandising should avail themselves of this course. Much emphasis is placed on the management and problems related to the large department stores. Prerequisite, Salesmanship (23). Credit: Three hours.

SECRETARIAL COURSES

Typewriting. (5f and w) A fundamental course in touch typewriting for the purpose of mastering the keyboard, operative parts of the machine and simple problems of arrangement. This course is not open to students who have completed one year of high school typewriting. Emphasis is on technique and accuracy. Credit: Three hours.

Typewriting. (6f and w) Prerequisites, Course 5, or one year of high school typewriting. Instruction and practice directed toward improvement of speed and accuracy. Continuation of Course 5 with a study of business letters and development of speed and accuracy in writing plain copy. Meets five days per week. Credit: Three hours.

Typewriting. (15f and w) Prerequisites, Typewriting 6 or two years of high school typewriting. Special emphasis on business correspondence, quick and accurate arrangement of tabulated material, making of manuscripts and

title pages. Continuation of work in development of speed and accuracy. Meets five days a week. Credit: Three hours.

Secretarial Typewriting A. (16f and w) Prerequisites, Typewriting 15 or two years of high school typewriting. More difficult work in tabulation, billing, writing rough drafts, and continuation of the development of speed and accuracy so that standards attained in the preceding courses will be maintained. Especially designed for students who have had two-years' high school typewriting and wish to develop precision in the technical work of the ordinary office. Meets four days a week. Credit: Two hours.

Secretarial Typewriting B. (17f and w) Prerequisite, Course 16. Preparation of personal, business and professional papers and forms, all types of work a secretary must perform, giving more time to detail than was done in Course 16. Law office typewriting included. Work in speed and accuracy to maintain what has been developed in preceding courses. Meets four days a week. Credit: Two hours.

Typewriting. (32) Advanced—Medical. This course is prescribed for medical secretarial students and deals specifically with the actual preparation of various medical reports. Also, bills, blank forms, cases, transcribing of medical shorthand notes, and other forms used in the medical field. Credit: Two hours.

Office Machines. (20f and w) Prerequisites, Courses 15 or 16 or two years of high school typewriting. A study of the practical use of modern office appliances, such as the mimeograph, mimeoscope, ediphone, calculators, etc. Admission by consent of instructor. Meets five days a week. Credit: Three hours.

Shorthand. (3f) An elementary study of the theory of Gregg Shorthand, using Functional Method Books I and II. The development of shorthand reading and writing with some dictation. Typewriting should either precede or parallel this course. This course is not open to students who have completed one unit of high school shorthand. Exception to this may be allowed if students desire a review of the theory work, but full credit will not be granted in that case, and permission must be obtained from the instructor. Meets five days a week. Credit: Five hours.

Shorthand. (4f and w) Dictation. Prerequisites, Course 3 or one year high school shorthand. A review of the principles of shorthand writing, intensive practice in dictation, reading and transcription. Meets five days a week. Credit: Three hours.

Shorthand. (13f) Transcription. Prerequisites, Course 4 or two-years' high school shorthand. Difficult reading and dictation matter with emphasis on accurate transcription leading to the production of mailable letters of medium length. Study of rules of punctuation, spelling and English grammar as applied to transcription is emphasized. Meets five days a week. Credit Three hours.

Shorthand. (14) Speed Dictation and Transcription. Prerequisite, Course 4 or two-years' high school shorthand. This course offers advanced work in speed transcription. It is open only to students who have developed above the average rate in taking dictation in courses preceding this, either in high school or college. Admission only upon the successful completion of tests given to determine the rate the student has attained. Meets five days a week. Credit: Three hours.

Secretarial Procedures. (21w) Prerequisites, Course 4 or two-years' high school shorthand. Continued dictation and transcription combined with business ethics, secretarial duties common to all lines of business, such as handling mail, meeting callers, and using the telephone are studied. Emphasis is placed on development of secretarial personality. This course is designed to meet the needs of Medical Secretarial students also. Meets five days a week, two of which are laboratory periods to be arranged according to the individual student's schedule. Credit: Three hours.

Medical Shorthand. (22) Required course for all medical secretarial students. Study of highly technical medical terminology; common medical prefixes and suffixes, special forms, phrasing and medical vocabulary building.

Dictation from medical journals and books, and complete clinical and pathological cases; abstracts of case histories and post-mortems. Credit: Two hours.

Calculator. (28) This course is designed to give students a thorough training in the rapid use of the Calculator. Credit: Three hours.

CARPENTRY

This course is planned to give students training in the work of the carpenter and joiner. Much of the work is done in the shop, where many projects are carried on for the schools — as the making of tables, bookcases, type-writing tables, music stands, stage scenery, or other furniture needed in the schools. Students are also instructed in reading blue prints, in framing houses, flooring, shingling, etc.

FIRST YEAR

Shopwork. Names and uses of tools, care and sharpening. Work with all hand tools, practical exercises in joinery. Handling the saws, hammers, planes and screwdrivers. Students this year work under the constant direction of second-year students or the instructor, in all projects. Credit: Five hours each semester.

SECOND YEAR

Shopwork. Students learn to use the larger machines — the band saw, circular saw, planer and joiner, mortiser and electric sander. Estimating cost of projects and all kinds of wood finishes are taught, including smoothing, staining, painting or varnishing. Second-year students have training in leadership by being foreman on various school projects. Credit: Five hours each semester.

Building Estimating. (3) Making quantity surveys from plans and specifications. Estimating costs of lumber and other materials in the construction of building projects. A study of the labor requirements for the various types of work in building construction. Credit: Three hours.

DRAWING

Engineering Drawing I. (1f and w) Use of instruments, lettering, geometric construction, technical sketching, multiview orthographic projection, pictorial drawing, dimensioning, tracing and blue printing. Speed and accuracy; and good technique in rendering drawings and in lettering is emphasized. A. S. A. standards are basis for drafting conventions. Such lectures as are necessary are given as a part of the laboratory period. Credit: Three hours.

Descriptive Geometry. (2f and w) Prerequisite, Course I. Orthographic projection of points, lines, planes and solids. Intersections of lines, planes and solids. Development of prisms, cylinders, cones, pyramids and warped surfaces. Shades and shadows. Perspective. Practical application of principles to problems of geology, mining, mechanical and architectural engineering. Credit: Three hours.

Engineering Drawing II. (3f and w) Prerequisite, Course I. Screw thread, bolts and nuts, working drawings, detail and assembly, gear and cam design, topographical and pattern drafting. Credit: Three hours.

Architectural Drawing. (4f and w) This course is designed to meet the needs of students interested in a basic course in architectural drawing as well as for vocational students interested in a course in small home planning. Architectural symbols; floor plans; elevations, interior and exterior details; bills of materials and specifications, are major considerations in the course. Credit: Three hours.

EDUCATION

The courses listed below are arranged in the order which they should be taken by students who are candidates for a sixty-hour certificate. By follow-

ing this order, prerequisites and requirements of the University of Missouri will be met without conflicts.

General Psychology. (1f and w) This is a course dealing with the principles which control human behavior. Emphasis is placed on the control of self as a means of controlling others. The course includes the reading of several non-technical books in the field of psychology. This course is a prerequisite for the course in educational psychology. Credit: Three hours.

Educational Psychology. (2f and w) The prerequisite for this course is general psychology or a biological science. This is an introductory course in the science of education. Application of the methods and results of experimental psychology form the basis of this course, with special emphasis on the practical application in the learning situation in the elementary school. Credit: Three hours.

Elementary School Organization and Management. (5f) This course is a study of the major problems of the organization and management of both materials and people. It is taught from the point of view of the teacher in the rural or elementary school. Credit: Three hours.

Technique of Teaching in Elementary Schools. (11f) The prerequisite for this course is 3. The first half of the course will deal with general techniques and practices of the elementary school. The last half will include a special study of the various curriculum "areas" and the Elementary State Course of Study. Credit: Three hours.

Teaching of Arithmetic in the Elementary School. (12w) The prerequisites are Courses 3 and 11. The students in this course are first given a review of the materials which they will teach in arithmetic. This is followed by a study of the methods of teaching the materials. Credit: Two hours.

Problems of Teaching Literature in the Grades. (14w) The prerequisites are Courses 3 and 11. The study will include both the content and the methods of teaching literature to children in the elementary school. The major emphasis will be on the content. Credit: Two hours.

Observation and Practice Teaching in the Elementary School. (16w) The prerequisites are Courses 3 and 11. The first few periods will be spent in preparation for the actual practice work. Observations will be made of teaching in the elementary school, followed by six weeks of actual teaching. Credit: Three hours.

PRACTICAL ELECTRICITY

The purpose of the Practical Electrical Course as offered in the Joplin Junior College Curricula is to conform as nearly as possible to the everyday use of the fundamental principles and activities of the electric current. Any branch of electricity as outlined will be studied as it is used and not for college engineering outlines.

Introductory Electricity. (1a) Lecture, recitation and laboratory work on projects demonstrating the theory given in the lecture. Notebooks required for sketching and explanation. Theory of magnets and magnetism; molecular theory; formation of pole characters; line of flux; density and permeability as associated to the kinds of metal used. Electro-magnets; solenoid; induction coil construction; electric source, voltaic or dynamo; Faraday's law and Eddy current as a hindrance rather than a help to generation of useful currents. Volt, ampere, and ohms, measurements; series and parallel circuits of cell connection; wire size and conductivity; watt-hour reading and usage value of currents to home and business consumption. Two hours daily (6 weeks). Credit See Course (1b).

A. C. and D. C. Currents. (1b) Lecture, recitation one hour per day for two days, allowing the laboratory to represent the greater time for practical operations. Theory of dynamo-electric generators; electric motors, single and poly-phase; transformers; connection of volt, ammeter and resistance units to live circuits; induction and synchronous motors; converter; switch board; circuit breakers; high tension switches; lighting and pressure regulators; special motors for special operations; armature winding; efficiency of motors and operating characters; shunt and compound wound motors. Two hours daily (12 weeks). Credit: Courses (1a) and (1b) combined — 5 hours.

House Wiring. 2a Construction of different kinds of wire joints and splices; soldering and taping; line connections; door bell and annunciators; exposed surface wiring, cleats, conduits, knobs; concealed knob and tube work; rigid and flexible conduit; fixture wiring on skelton building; pull boxes, location of switches, cut-outs, and power and heat unit wiring; study of underwriter's rules. Two hours daily (6 weeks). Credit: See Course (2b).

Electrical Machinery and Installation. (2b) Lecture, recitation one hour per day for two days, allowing the laboratory to represent the greater time for practical operation; study of various types of D. C. and A. C. current machines with particular reference to proper selection of these machines for shops and industrial plants; dry and storage batteries for power usage; Delco and unit plant service; switch board for plant use; compensators and rectifiers; power plant operation; set-up on small scale for laboratory study; advanced motor wiring. (12 weeks). Credit: Courses (2a) and (2b) combined — 5 hours.

A. C. and D. C. Circuits. (3a) Study of the fundamental laws of A. C. and D. C. current circuits; transmission systems; testing equipment and power circuits; parallel operation of shunt and compound generators; voltage regulations in D. C. and A. C. machines; starting and controlling devices for A. C. and D. C. current. Two hours daily (6 weeks). Credit: See Course (3b).

Power Plant Operation. (3b) Lecture and visits to local plants to study operative units and their installation; location of plants; source of power for generators, etc. Equipment and buildings; power lines and sub-stations; reduction and increase of line voltage; transformers; methods of cooling; materials used in construction; installing heavy and light transformers; current usage instruments; circuit breakers; dangers on the line of circuit; wire and construction of line poles and towers. Two hours daily (12 weeks). Credit: Courses (3a) and (3b) combined — 5 hours.

Illumination. (4a) Study lights; sources and materials; watts and voltage values to areas of illumination; reflectors; drops and cords, indirect and direct systems; wall lights and floodlights. Two hours daily (6 weeks). Credit: See Course (4b).

Radio, Theory and Repair. (4b) Study of sound wave form; magnet and earth lines of transmission; radio circuit; battery set circuits; A. C. and D. C. currents; rectifiers; wiring of A. C. and D. C. sets; radio frequency; measurements of resistance; inductance and capacitance; determination of static; characteristics of themiconic tubes; antenna measurements. Aerial pole line work. Principles of radio communications; radio tube and tube testing; how to hunt trouble and repair disturbed performance of broadcasting receivers; service repair and selling service. Two hours daily (12 weeks). Credit: Courses (4a) and (4b) combined—5 hours.

ENGLISH AND SPEECH

The primary function of English may be considered that of interpretation. As a social being, man must interpret to his associates his needs, desires, and thoughts; and at the same time, be able to interpret to himself, the needs, desires, and thoughts of his associates.

The aim of this department is to assist in this interpretation. The courses in composition and speech have as their objective the interpretation of self through correct, lucid, accurate, and forceful expression; and the courses in literature have as their objective the interpretation of others through the study of literature.

COMPOSITION

English Composition and Rhetoric. (1f and w) Prerequisite, none. Detailed study of and drill in grammar, punctuation, spelling, and sentence structure. Required of all students. Credit: Three hours.

English Composition and Rhetoric. (2f and w) Prerequisite, Course 1. Detailed study and practice in sentence construction, paragraph structure, and the kinds of discourse. Exercises and weekly themes. Collateral reading with class discussion. Required of all students. Credit: Three hours.

LITERATURE

English Masterpieces. (3f) Prerequisite, none. A study of the various types of literature; lyrics and narrative poetry, formal and informal essays, drama, biography, short stories and the novel. Recommended for freshmen but open to sophomores. Credit: Two hours.

English Masterpieces. (4w) Prerequisite, none. Similar in outline to Masterpieces (3f) but is not merely a continuation of it. These two courses are independent of each other. A student is privileged to take 3f or 4w; or he may take both 3f and 4w. Recommended for freshmen but opened to sophomores. Credit: Two hours.

English Life and Literature. (11f) Prerequisites, Courses 1 and 2, and sophomore standing. A general survey course in English literature studied in its relation to successive phases of English national life. Not open to freshmen. Both this course and 4w are required for admission to upper class courses in English. Credit: Three hours.

English Life and Literature. (12w) Prerequisites, Courses 1 and 2 and sophomore standing. A continuation of Course 11f. Credit: Three hours.

Children's Literature. (13w) Prerequisites, Course 1 and 2. Open only to sophomores in the Teacher-Training Department. A study of stories and poems which are usually taught in the elementary grades; namely, fables, folktales, literary fairy-tales, myths, legends, lyric poetry, fiction and biography. Credit: Two hours.

SPEECH

Fundamentals of Speech. (5f and w) Prerequisite, none. A survey course in speech, in which general proficiency is sought in voice, diction, reading, and speaking. Includes study of the use of the dictionary, of words, of the anatomy of the vocal organs, and of the principles of reading and of speaking. Practice in reading and in speaking. Credit: Two hours.

Debate. (6f) Prerequisite, none. An intensive study of the intercollegiate debate proposition for the year. Students will attend lectures on principles of argumentation and apply these principles to the proposition. Each student will submit as a semester project, a formal brief of the proposition. The varsity debate squad will be selected from members of the class. Since the debate proposition changes each year, the course may be repeated for further credit. Credit: One hour.

Public Speaking. (15f) Prerequisites, Courses 1 and 2, and sophomore standing. Required of all engineering students at the University of Missouri. Study of principles of narrative, expository, and argumentative discourse. Impromptu, extemporaneous, manuscript, and memorized speeches. Rhetorical plans and outlines, research for speeches, and formal study of bibliography involves much library work. Practice in parliamentary law. Credit: Three hours.

Argumentation. (16w) Prerequisites, full sophomore standing. Should be taken by all pre-law and pre-theology students. Study of evidence, types of argumentation, fallacies, and refutation and rebuttal. Technique of persuasion by means of logical and psychological analysis, with practice both oral and written. Formal study of bibliography and use of library. Complete brief as semester project. Credit: Three hours.

Theory and Practice of Literary Interpretation. (17f and w) Prerequisite Course 5, one year of high school speech, or special permission. A survey course in interpretation of all forms of literature. Group drill before the classroom. Emphasis will be placed on the artistic and creative aspects of oral reading and acting. Group and individual practice in the various forms of oral expression, primarily the drama, prose, and poetry. This class forms the acting nucleus for full length public production. Credit: Three hours and laboratory.

FOREIGN LANGUAGES

The Foreign Language Department aims to achieve the progressive development of the fundamental language skills which are reading, understanding, speaking and writing of the language studied; the mastery of the grammar necessary for the proper growth of these skills; the increased knowledge of English grammar and vocabulary which results from thorough language study; the knowledge of the relationship between English and the foreign language; and better understanding of foreign peoples through the study of their literature, culture, history, and civilization.

The language required for an A. B. degree is usually fifteen (15) hours, or ten (10) hours when the student has had two years of the language in high school, or five (5) hours with three years of the language in high school.

SPANISH

Elementary Spanish. (1f and w) No prerequisites. Fundamentals of pronunciation, grammar, composition and conversation. Provides an adequate knowledge of the rudiments of the language and a foundation for advanced study. Credit: Five hours.

Intermediate Spanish. (2f and w) Prerequisite, two years of high school Spanish or College Elementary Spanish. Review of grammatical fundamentals with more intensive composition. Conversation based upon topics with both rapid and intensive readings and translation. Credit: Five hours.

Advanced Spanish. (3f and w) Prerequisite, three years of high school Spanish or college Intermediate Spanish. Rapid reading of several Spanish texts. Intensive exercises in composition and conversation based upon topics of daily life. Credit: Five hours.

FRENCH

Elementary French. (1f) Careful study of pronunciation, verbs, and grammar. The students get daily practice in the reading, writing, and speaking of French. Vocabulary building and drill in the use of important idioms. Credit: Five hours.

Intermediate French. (2f and w) Prerequisite, Elementary French or two years of high school French. Grammar review. The active vocabulary is enriched daily with the addition of new idioms and practical words. Stress is laid upon conversation. The student becomes acquainted with French institutions, customs, history, and literature. Credit: Five hours.

Advanced French. (3f and w) Prerequisite, Intermediate French. Rapid readings of important French authors. Advanced composition and conversation, Three hours per week for two semesters. Credit: Six hours.

GERMAN

Beginning German. (1f) Everyday expressions, practical vocabulary and idioms are learned. Careful study of pronunciation, verbs, and grammar. Students have daily practice in reading, writing, and speaking German. Credit: Five hours.

Intermediate German. (2w) Prerequisite Course 1. German reading, syntax, and composition. Practice in conversation. Acquaintance with German culture and some of the best works of German literature. Credit: Five hours.

Advanced German. (3f and w) Prerequisites, Beginning German and Intermediate German. Advanced reading course. Rapid reading of German masterpieces. Three hours per week for two semesters. Credit: Six hours.

GEOGRAPHY

Introduction to Geography. (1) A study of natural and cultural conditions in the many countries of the earth and their bearing on the development

of civilization. The natural resources, population, races, and peoples. Climate, living conditions, manufactured products, transportation, location, atmospheric conditions, modification of the earth's surface due to internal and external forces, the development and distribution of leading industries, the growth of cities and nations as affected by natural causes. Credit: Three hours.

Economic Geography. (2) A study of the economic resources of the earth, the extent and location of raw materials entering into domestic and foreign trade, the trade routes, accessible markets, exchange of materials and goods among nations. Trade agreements, tariffs, population, wealth, natural demands for goods and special significance of these to American commerce will be studied. Credit: Two hours.

HISTORY

It is the purpose of the History Department to offer introductory work in the tracing of man's cultural development. The courses are planned both as prerequisites for more advanced study, and as terminal work. It is assumed that an acquaintance with the evolution of the institutions of human society will help citizens of the present age to understand their own environment.

History. (1f) Ancient History. No prerequisite. A survey of the early development of civilization in Egypt, Mesopotamia, Palestine and Asia Minor. The cultural contributions of the Greeks, with emphasis upon the government and society of Athens, and upon the philosophy, literature, art and science of the Hellenic peoples. A study of the development of Rome, through the republican and imperial ages. Credit: Three hours.

History. (2w) Medieval History. No prerequisite. Europe during the ten centuries between the Fall of the Roman Empire in the West and the discovery of the American Continents. The Eastern Empire under Justinian, the rise of the Frankish State, feudalism, the influence of the Medieval Church, the Renaissance, the rise of the national spirit in England and France. Credit: Three hours.

History. (3f) Modern Europe, 1492-1815. No prerequisite. The growth of national monarchies in France, Spain, and England. The Protestant Revolution. The establishment of the Netherlands, the religious wars of the 17th century, the development of absolutism in France. The growth of the English Parliament, Roundhead versus Cavalier, the Glorious Revolution. The 18th century struggles for colonial supremacy. The development of the Cabinet System in England. The Industrial Revolution. The French Revolution and Napoleon. Credit: Three hours.

History. (4w) Modern Europe 1815-1940. No prerequisite. Settlements of the Congress of Vienna. The Metternich System. The revolutionary movements of 1830 and 1848. The growth of Nationalism. Italy and Germany. Parliamentary Reform in England. The Third French Republic. The causes of the World War. Reconstruction of Europe, and recent tendencies in the governments of Italy, Germany, Russia, and Japan. Credit: Three hours.

American History. (5f and w) Prerequisite, three hours in history. A survey of the history of the United States, from the establishment of the earliest colonies to the present. An attempt is made in this course to present a balanced treatment of social, economic, and political development. Credit: Five hours.

MATHEMATICS

The courses in mathematics are intended for those studying mathematics as a part of a liberal education, for those expecting to enter the fields of engineering or science and for terminal students. In addition to teaching the fundamental technical skills necessary for advanced courses in mathematics and science, elementary courses are designed to give an insight into the uses of applied mathematics and to form habits of rigorous thinking that will be helpful in other fields of work. Terminal business students will be given subject matter that meets their specific needs.

College Algebra. (1f or w) Prerequisite, one entrance unit in algebra. A thorough review of high school algebra, advanced topics in quadratic equations, variations, progressions, mathematical induction, the binomial theorem, elementary theory of equations, probability, partial fractions and infinite series. Credit: Five hours. Students having one and a half entrance units in algebra will receive only three hours credit for this course.

Trigonometry. (2w) Prerequisite, one unit in plane geometry and course 1 or concurrent registration in course 1. The study of trigonometric functions and their practical applications. Emphasis is placed on analytic trigonometry, the solution of trigonometric and logarithmic equations and complex numbers. Credit: Two hours.

College Algebra and Trigonometry. (3f) Prerequisite, three entrance units in mathematics including one and a half units in algebra. A combined course covering the material of courses 1 and 2. Credit: Five hours.

Analytic Geometry. (4w) Prerequisite, course 3 or courses 1 and 2 with a grade of M. The study of plane and solid geometry referred to a coordinate system. Credit: Five hours.

Differential Calculus. (5f) Prerequisite, course 4. The mastery of the fundamentals of differentiation and its applications. A brief introduction to integration. Credit: Five hours.

Integral Calculus. (6w) Prerequisite, course 5. Continuation of the study of integration and its application. More advanced theory in both differentiation and integration, simple differential equations and functions of multiple variables. Credit: Five hours.

Business Arithmetic. (7f or w) Gives a thorough review of the fundamental operations with fractions and integers with emphasis on speed and accuracy in computation to aid the student in his accounting work. The fundamentals of business mathematics needed by the average employee, such as trade and cash discount, interest, bank discount, installment buying, taxes, and insurance, are studied. No credit in the college of liberal arts or pre-business and public administration course. Required for secretarial certificates. Credit: Three hours.

Introduction to the Mathematics of Finance. (8w) Prerequisite, one and a half units in high school algebra or courses 1 or 3. Simple and compound interest, annuities, perpetuities, bonds, sinking funds, life insurance and a brief introduction to statistics. Credit: Three hours.

MUSIC

College Orchestra. An opportunity for membership in the College Orchestra is provided all students who wish to become proficient in orchestral instruments. The orchestra meets five hours each week on school time. Symphonic music of the highest grade is studied. The orchestra furnishes music for assemblies, public gatherings, entertainments, and for high school assemblies in neighboring towns. Credit: One hour.

College Chorus. The college chorus meets twice each week. All students of voice should arrange to enroll in this chorus in order to acquire skill in ensemble singing and sight reading. Members become acquainted with masterpieces of choral music, including selections from opera, standard composition, etc. Credit: One hour.

College Band. The college band offers an opportunity for students to further their musical ability and is a very necessary organization at all outdoor gatherings, football games, track events, pep meetings, parades, etc. Time is set aside for regular band rehearsals. Credit: One-half hour.

Introduction to Music I. (1f) (First Semester - First Year) A course in theory designed to furnish a background in the basic materials in music. Emphasis placed on problems of rhythm, notation, intervals, chord structures, sight-singing, and ear training. Students will write from dictation simple melodies and chorales using tonic, dominant and subdominant triads. Credit: Three hours, meets 5 days per week.

Introduction to Music II (2w) (Second Semester - First Year). Prerequisite, 1f. Essentials of simple harmonic writing, harmonization of melodies from bass and soprano, writing of original chorales. Use of major and

minor triads, seventh and ninth chords. Dictation will include all major and minor intervals, chorales using all triads in both major and minor, and the treatment of more difficult rhythmic problems in melodic dictation. Courses 1 and 2 aim to provide a student with the necessary background for aural as well as written harmony. Credit: Three hours, meets 5 days per week.

Public School Music. (5f & w) - (First Semester - First Year). For education major. A course aiming to present basic musical material necessary for the teaching of music in rural or other grade schools. Rote, study and observation songs, rhythm band and other pre-orchestra groups, records of standard compositions which should be included in music appreciation, problems and possibilities of music education. Credit: Two hours, meets 2 days per week.

Elementary Harmony. (11f) - (First Semester - Second Year) - Brief review of basic harmonic materials embracing intervals, scales and triads. Harmonization from bass and soprano voice progression, using major and minor triads, sevenths and ninths in all inversions. Emphasis will be made of the conventional nineteenth century use of these materials. Credit: Three hours, meets 3 days per week.

Advanced Harmony. (12w) - Prerequisite, 11f. The pupil is introduced to the resources of chromatic harmony, modulation, major-minor mode, chromatic embellishing chords, and other harmonic developments of the twentieth century. Credit: Three hours, meets 3 days per week.

Musical Literature I. - (13f) - (First Semester - Second Year) Primitive music; the music of early civilizations. Medieval church music. Medieval secular music. Beginning and evolution of dramatic music. Culmination of the polyphonic style in Bach and Handel. Emphasis will be placed on appreciative understanding of the works of the masters. Credit: Two hours, meets three days per week.

Musical Literature II. (14w) - (Second Semester - Second Year). Continuation of 13f. The period of Haydn, Mozart, and Beethoven; the rise of romanticism in music, the development of the art of song, the Wagnerian music-drama, program music, nationalism in music. Credit: Two hours, meets three days per week.

APPLIED MUSIC (Terminal)

Students may be enrolled for work in piano, violin, violin-cello, and voice with the following teachers: Mary Bingham Porter, violin; Alta Cowen Dale, violin-cello; Marie Guengerich, piano; L. Buryl Harman, piano; George Winter, voice; and Oliver Sovereign, voice. Students shall receive college credit, under the following requirements:

The fee for the semester will be paid in advance at the Junior College office. Lessons will be given at the college unless special arrangements are made with the Dean, in which case they may be given at the studio of the instructor.

Lessons will be forty minutes in duration once each week.

The prerequisites for college credit in applied music are: piano, two years; violin, two years; violin-cello, two years; voice, one year and one year piano.

Voice. (1f and 2w) Fundamental work in breathing, posture, diction and blending of registers. Major and minor scales and arpeggios within range. Vocalises such as Sieber, Concone, Abt, Marchesi and Vaccai. Simple songs in Italian and English. Credit: One hour each semester.

Voice. (11f and 12w) Continuation of fundamental work of the first year. Art songs of English, German and French schools. Recital required. Credit: One hour each semester.

Violin. (1f and 2w) Schradieck Scale Studies, Sevcik Bowing Exercises. Dont Preparatory Exercises, Kreutzer. Solos by Bohm, Tartini, Handel. Concertos of Nardini and De Beriot. Credit: One hour each semester.

Violin. (11f and 12w) Continuation of first year studies. Kreutzer Etudes. Concertos of Vivaldi, Mozart, Sophr. Recital Required. Credit: One hour each semester.

Piano. (1f and 2w) Major and minor scales and arpeggios. Technical exercises. Studies of Cramer, Heller, Czerny, Clementi. Bach Two and Three

Part Inventions. Sonatas of Haydn and Mozart. Compositions of moderate difficulty of standard composers. Credit: One hour each semester.

Piano. (11f and 12w) Continuation of all technical studies. Octave studies. Bach Suites and Well Tempered Clavichord. Compositions of Beethoven, Chopin, MacDowell, Schumann, Mendelssohn, etc. Recital required. Credit: One hour each semester.

Cello. (1f and 2w) Major and minor scales and arpeggios. Technical exercises of Dotzauer. Sevcik Bowing Exercises. Schrader Etudes. Pieces of simple grade by Goltermann and Popper. Concertos of Klengle and Goltermann. Credit: One hour each semester.

Cello. (11f and 12w) Continuation of all technical work of the first year. Schultz Thumb position and Scale Studies. Additional pieces of Popper. Goltermann and Saint Saens. Credit: One hour each semester.

PHILOSOPHY

Courses in this department are intended to assist the inquiring mind to skill in reflective thinking, and to some acquaintance with reflective thinkers who have proposed answers to the deepest questions human minds ask.

Elementary Logic. (1f and w) A study of definition and the laws of thought by which the mind may gain dependable knowledge and draw sound conclusions is supplemented by practice in detecting flaws in the thinking or reasoning found in selected speeches, pamphlets, reports and books. Some attention is devoted to the more abstract problems involved in human knowledge. Credit: Three hours.

Introduction to Philosophy. (2w) Outline of the basic questions of philosophy. — "What is truth?" "What is the nature of the universe, machine or living creature, or what?" "What is goodness?" "What is beauty?" —forms the basis for examination of the study of opinions of influential thinkers. Bit by bit the student is encouraged to construct for himself a consistent view of the universe and human personality. Credit: Three hours.

BIBLICAL LITERATURE

Courses in Biblical Literature are intended to assist the student toward a better understanding of the writings through fuller and more systematic knowledge of historical backgrounds, and thereby to develop an appreciation and love of the Bible as interpreter and aid to religious experience. By seeing the Biblical writers as living persons addressing other living persons with definite purposes in mind, attempt is made to lead the student to see how Scriptures fit life in every country and in every century.

Fundamental Moral and Religious Values. (3f and w) A survey of the moral and spiritual values contained in the idea of the Kingdom of God. An examination of Jesus' conception of the abundant life as an ideal for the individual and society, and how to attain it. Credit: Two or three hours.

Life and Literature of the Old Testament. (50f) Upon an outline of the centuries preceding Christ, and with the aid of maps and pictures and supplementary historical information, Old Testament writings are examined both for literary form and spiritual content. Comparison is drawn between conditions out of which the literature grew and conditions which have made it valuable ever since. Special attention is given to the influence of such personalities as Joseph, Moses, David, the prophets, and wisdom writers. Credit: Three hours.

Life and Literature of the New Testament. (60w) Study of Greek, Roman and Jewish elements in the situation in Palestine when the Christian movement originated is followed by tracing its spread under apostolic leaders. Questions of author, time of writing, and reason for writing are discussed in connection with the reading of each New Testament book. Credit: Three hours.

POLITICAL SCIENCE

The courses in political science are designed to meet the needs of pre-law students, and to serve as elective studies for those who would study government simply as a basis for enlightened citizenship. Sophomore standing is required for enrollment in this department.

Government of the United States. (11f or w) A study of the formation and of the structure of the Federal Constitution. The powers and duties of the President. The work of the administrative departments. The functions and the methods of Congress. The federal judiciary at work. Interstate relations. Credit: Five hours.

International Relations. (12f or w) A study of the theory of international relations, with particular emphasis upon developments since 1919. Credit: Three hours.

SCIENCE

BIOLOGY

The courses in the Department of Biology are designed to meet the needs of three classes of students: (1) Those who wish to extend their knowledge of the living world, and of the principles governing the behavior of living organisms because of the cultural value of such knowledge. (2) Those who wish to major in the biological field. (3) Those who are preparing to enter some phase of agricultural or medical science.

General Zoology. (1f) No prerequisite. Study of the principles of zoological science. General survey of the animal groups. Close study of one vertebrate and representatives of other groups. Three lectures and two two-hour laboratory periods per week. Required of pre-medical, pre-dental, and pre-nursing students. Fall semester. Credit: Five hours.

General Botany. (2w) No prerequisite. Study of structures and activities of living plants, with a brief survey of the plant kingdom. An introduction to the principles and methods of Botany. Three lectures and two two-hour laboratory periods per week. Spring semester. Credit: Five hours.

Hygiene. (3f and w) Course covers the essentials of personal hygiene, social hygiene, and public health. Discussion of agencies and forces that make for better personal and group adjustment. Meets twice each week. Fall and spring semesters. Credit: Two hours.

Comparative Anatomy of Vertebrates. (4f) Prerequisite, General Zoology I. Detailed dissections of two or more vertebrates. Emphasis upon a comparison of homologous structures. Two lectures and three two-hour laboratory periods each week. Required of all pre-medical students. Spring semester. Credit: Five hours.

Anatomy and Physiology. (5f) Prerequisite, General Zoology I. The work is approached from both the structural and functional point of view. It includes a study of the cell, an introduction to embryology, the different types of tissue, the skeletal system, the muscular system, and the nervous system. The work includes lectures and recitations. Credit: Three hours.

Bacteriology. (6w) Prerequisite, General Zoology I or General Botany 2. The history and fundamentals of bacteriology with particular reference to morphology, physiology, and role of microorganisms in nature; sterilization and disinfection; relation of microorganisms to disease; phenomena of infection and immunity; food preservation; food-borne diseases. Credit: Three hours.

Medical Ethics and Office Procedure. (7f) For medical secretarial students only. This course is planned to provide a thorough understanding of the training required in rendering satisfactory service to physician and patient. Practical demonstrations are given in the preparation of instruments and standard trays for medical and surgical diagnostic and treatment procedures. Methods of cleansing, preparing and sterilizing instruments are emphasized. Credit: Three hours.

CHEMISTRY

The chemistry department assumes two functions: First, to offer the chemistry courses required in the first two years of the work in chemistry, chemical engineering, medicine or other technical curricula; second, to meet the demands of those who feel that an understanding of the physical universe in which they live requires a knowledge of chemistry and its part in their lives.

General Inorganic Chemistry. (1f and w) Prerequisite, none. An introductory course covering the more important laws and theories. Because this is the only course in chemistry taken by many students, some attention is paid to the carbon compounds. Credit: Five hours.

General Inorganic Chemistry. (2f and w) Prerequisite, Course I, with a grade of M or better. A continuation of Course I. Course I and II are prerequisite to all other courses in chemistry. A continuation of Chemistry I with special emphasis on oxidation reduction reactions and the principles of solubility product. The properties of the metals are particularly stressed. Credit: Three hours, without laboratory work; five hours with laboratory work.

Qualitative Analysis. (3f) Prerequisite, Chemistry I and II. A laboratory course in the identification of the metals, and the more important anions. Credit: Three hours.

Quantitative Analysis. (4w) Prerequisite, Chemistry I, II and III. Includes the general principles, including both volumetric and gravimetric analysis. A laboratory course. Credit: Five hours.

PHYSICS

Note: The 8-hour course in Elementary College Physics is intended for Arts and Science, Pre-Medical, Agriculture, Home Economics, or Vocational students who do not have the mathematical background for the General College Physics course. The latter course is intended for Pre-Engineering students and others who possess the necessary mathematical background. Students cannot receive more than 10 hours total credit in physics in the Junior College. Anyone enrolling for Course 1 and 2 who later decides to take Course 3 and 4 cannot receive full credit.

Elementary College Physics. (1f) Prerequisite, plane geometry. Mechanics and electricity covered in a rather elementary manner. May be used to meet the five-hour physical science requirement for Arts and Science curriculum. Three lectures and two laboratory periods per week. Credit: 5 hours.

Elementary College Physics. (2w) Prerequisite, Course 1, of which it is a continuation. Heat, sound, and light covered in a rather elementary manner. Courses 1 and 2 meet the requirements in physics for Pre-Medical students. Two lectures and one laboratory period per week. Credit: 3 hours.

General College Physics. (3f) Prerequisite, ten hours of college mathematics. It is recommended that the course be taken concurrently with calculus. Mechanics, sound, and heat covered in a more thorough manner than in Courses 1 and 2. Intended primarily for Pre-Engineering students, but open to any student with the proper mathematical background. Three lectures and two laboratory periods per week. Credit: 5 hours.

General College Physics. (4w) Prerequisite, course 3. It is recommended that students taking this course continue with their calculus at the same time. Electricity, light, and modern physics covered in a rather thorough manner, applications of calculus being emphasized throughout. Course 3 and 4 are intended to meet the requirement in physics for Pre-Engineering students. Three lectures and two laboratory periods per week. Credit: 5 hours.

SOCIOLOGY

As history studies human events in order and system, and biology studies the origin and development of living organisms, and psychology inquires into the human mind and its workings, so sociology covers a definite field of human knowledge, namely, human life in the group. By a study of facts and conclusions drawn from many specialized sciences, sociology undertakes to give the student a well-rounded conception of the forces that shape human destiny,

that he may be better able to discern the direction and the method of further human progress.

General Sociology. (1w) How the fertility of the soil, the climate and the rainfall, rivers and the lay of the land, heredity and environment, tradition and education, form of government and type of religion shape group life, furnish the subjects of first study. This is followed by a critical examination of some movements for social betterment, with a view to forming an opinion as to their probable effect on society. Credit: Three hours.

The Family. (50f) Consideration of the forms of the family known to historians and students of anthropology give a ground for discussion of problems arising out of marriage and the family. Factors which make or mar marriage and the home are studied with a view to helping the student to a satisfactory solution of personal problems. Credit: Three hours.

JOPLIN JUNIOR COLLEGE

STUDENT ACTIVITIES

The opportunity is given to every student in Joplin Junior College to exercise his many interests, not only in hard work with his studies, but in activities which bring him into contact with his fellow students.

Different types of organizations have been formed among the students of the college. They fall under the head of moral, cultural and social.

STUDENT SENATE

The Senate is composed of two representatives elected from each class, one representative from each student organization, a president and secretary elected annually by the school at large, the Dean of Men, the Dean of Women, and a member of the faculty. This advisory body considers such matters as are of interest to the students and faculty, and seeks perfect harmony of action.

Y. M. C. A.

This group meets each Tuesday for a noon luncheon and program at the Y. M. C. A. From seventy-five to one hundred young men attend these meetings regularly.

Y. W. C. A.

This organization of approximately fifty members meets at the Young Women's Christian Association for a weekly luncheon and discussion. Several helpful enterprises have been instigated by this organization.

JUNIOR COLLEGE PLAYERS

The Joplin Junior College Players is organized for the purpose of promoting interest in dramatic productions. With this purpose in mind the members produced two plays during the school year, and contributed materially to assemblies and other school functions. Membership includes not only those who have met special requirements and shown ability in acting, but students in any field of dramatic work. Make-up, costuming, set designing, publicity management, and stage direction are other phases which are studied by this organization.

PI ALPHA GAMMA

Pi Alpha Gamma, the honorary education fraternity of the College, is for prospective teachers only. The purposes of the organization are to promote professional spirit among its members, and to aid all school activities which are for the best interest of the College. Only those students who rank high in scholarship are eligible for membership.

PHI RHO PI

The Missouri Gamma Chapter of Phi Rho Pi, national honorary forensic

fraternity for junior college was formally presented the college on February 7, 1939.

As a junior college organization, Phi Rho Pi is comparable to Pi Kappa Delta, national honorary forensic fraternity for senior colleges. It is the purpose of Phi Rho Pi "to promote the interests of debating, oratory, extemporeaneous speaking and other forensic activity in the junior college by affording a means of fellowship and cooperation among them, and by rewarding their deserving candidates with badges of distinction, graduated according to achievement."

Phi Rho Pi is the first national honorary fraternity to be established in the College.

DEBATE

The ultimate purpose of higher education is to develop the ability to think. No school activity is better adapted to this purpose than debate. Serving the ultimate purpose of education as it does, debate in the Joplin Junior College is a major activity. The College is a member of the Missouri Junior College Forensic Association and is the Missouri Gamma Chapter of Phi Rho Pi, national honorary forensic fraternity for junior colleges.

The College participates in debate tournaments in Kansas, Oklahoma, and Missouri. In the state tournament at Columbia, it engages not only junior college teams, but first and second year teams from senior colleges and universities, as well.

The Joplin Junior College Debate Tournament for High Schools, which has been highly successful in the past, is an annual affair. In this tournament, varsity debaters of the College gain experience as judges, chairmen, and administrators.

One hour of academic credit is earned by debaters recommended by the director of forensics.

The College aspires to assume a position of leadership in the field of debate.

YOUTH SPEAKS

Listed among the major forensic activities of the College is Youth Speaks, a weekly student radio forum emanating from Joplin's radio station WMBH. On this program students selected from members of the speech classes and personnel of the debate squad discuss vital, controversial issues of the day. Propositions in international relations, government, sociology, ethics, education, and religion are debated. Experience gained in radio speaking is invaluable to the student, whatever his interests and aspirations. Complementing the benefits derived from the study of important current issues is the poise and confidence gained in radio speaking. Joplin Junior College is one of the few colleges which offer an opportunity for radio speaking.

RADIO DRAMATICS

Among the major dramatic activities of the College is a triweekly, radio program by the members of the class in Literary Interpretation. Included on this program are one-act plays adapted to radio presentation and choral-verse.

PHYSICAL TRAINING AND ATHLETICS

It is the policy of the Junior College to meet the requirements of the State Department of Education in providing physical training for all students. At least two-hours work per week in the gymnasium, or the equivalent, is required of all students unless excused by a physician's certificate. A great variety of indoor games are taught, which not only provide healthful exercise but will enable students to later assume leadership in play activities.

Athletic relations in football, basketball, tennis, golf and track are maintained with junior colleges in Missouri, Kansas and Oklahoma.

Football and track contests are held in Junge Field. This field is well equipped for both day and night games, and is one of the outstanding athletic

fields in the State. The Memorial Hall auditorium with its ample floor and commodious balconies, provides a splendid court for basketball.

CONVOCATION

Convocation is held one hour each week throughout the school year. Programs are provided by the Student Senate and the Faculty, and consists of addresses by invited speakers, music by students and visiting musicians, debates, plays and other forms of entertainment.

Attendance at Convocation is necessary and strongly urged. Absences in excess of four per semester will result in loss of one honor point for each absence.

SOCIAL CLUBS

Students have organized clubs whose activities are largely social in nature. They meet once each week either in the college building or in the homes of members. Each club is sponsored by a member of the faculty. These organizations cooperate with the faculty in promoting interesting and wholesome social life for all students.

RULES FOR CLUBS

1. All clubs or organizations composed of Junior College students, and recognized by the Faculty as college organizations shall submit a constitution for approval of the Faculty.
2. Membership in these clubs is limited to regularly enrolled students in Joplin Junior College. No student deficient in scholarship or citizenship may become an active member, or remain such, if he later becomes deficient.
3. All clubs shall have a member of the Junior College Faculty as sponsor.
4. No student may belong to two social clubs at the same time.
5. No student may break his or her membership with one organization and seek membership in a like organization until one semester has elapsed from the time he or she has dropped affiliation with the first group.
6. Regular meetings may be held once each week in the college building, the home of one of the members, or in such other place as the Sponsor and Dean may approve.
7. The regular meeting time shall be registered in the office of the Dean.
8. Regular meetings shall adjourn not later than 10 p. m.
9. Social gatherings are to be held on Friday or Saturday nights, unless permission is obtained from the Dean's office to be held at another time. These gatherings shall be adjourned not later than 11 p. m. on a midweek date, and 11:30 on Friday or Saturday nights.
10. Dates for all social meetings shall be placed on the calendar with permission of the Dean.
11. Rushing in the Fall shall be completed during the first week of the semester.
12. Bids shall be cleared through the office of the Dean.
13. Not more than one social affair, with dates, shall be held each semester.

"No student organization which in any way represents the Junior College before the public or which holds itself to be an organization of Junior College students, may use the name of the Junior College in connection with its name, or in connection with its members as students without the proper faculty or administrative committee."

JUNIOR COLLEGE ENROLLMENT

GRADUATES, CLASS OF 1940

Frances Barbarick	Billye Marie Grattis	Boyd Prince
Marion Barnhart	Jack Guinnee	Lawrence Ray
Mary Agnes Bartlow	Eugenia Hatfield	Everett Reniker
James Bastain	Bob Hatley	Irene Reynolds
Margaret Baughman	Dan Hayes	Lois Rickner
William Belk	Russell Holden	Harold Shafer
Homer Brigance	Gail Hood	Elwain Shull
Frank Brittain	Virginia Hyde	Calvin Smith
Kay Buchanan	Jane Jackson	Grace Smith
Elton Busby	Dan Johnson	Kenneth Smith
Rolland Bushner	Jeanne Keith	Mary Kathryn Sours
Arthur Chaves	Jeanne Kerstling	Paul Stevens
Carl Clark	Mary Louise Knell	Merlin Stratton
Harold Cloud	Mary Jane Lang	Jack Swope
Tom Cummings	Donald Lauderdale	Harold Taylor
Selma Dee	Harold Lloyd	Onda Thomas
Leonard Duncan	Margaret McGregor	Irene Vanslyke
Robert Dunham	Ruth McReynolds	Jane Warner
Clarence Eck	Raymond Magruder	Jane White
Mary Belle Edmondson	Holt Marshall	Betty Wicks
Harry Evans	Norman Mauldin	James Wiggins
Edward Farmer	Lenora Deane Mefford	Robert Williams
Bill Freeman	Margaret Morris	Gibson Wolfe
Mary Louise Farrar	Paul Morrison	Florence Wyatt
Dorothy Friend	Jimmie Nutz	DeForest Young
Bob Galbraith	Bill Owen	Carrol Younker
Jeanette Gardner	Milford Patten	

CLASS OF 1941

Max Aaron	Richard Blevins	Winnie Lou Carter
Jack Abernathy	Ruth Boatright	Lonny Chapman
Robert Adams	Don Bowman	Marvin Christopher
Imo Jean Aggus	Elsie Braden	Paul Church
Fred Ahnert	Vivienne Breedon	Margaret Clark
Dorris Allen	Hal Brown	Ed Clemons
Lucile Alper	Helen Brown	Frank Cline
Marie Anderson	Jack Brown	Idros Coffmann
Delmar Armstrong	Jack W. Brown	Lorraine Cole
Eleanor Ashworth	Robert Brown	Shirley Collins
John Bailey	Belva Bulger	Donald Comer
Delphene Baker	Marsh Bull	Sam Cooper
Marie Barker	Velma Burnett	Willis Corder
Carl Barnes	Clendora Burt	Fred Crouch
Charles Bates	Norma Butler	Theodore Coulter
James Baysinger	Helen Calhoun	June Craig
Johnny Beck	Willa Campbell	Lynn Cragin
Tommy Bell	Raymond Carlisle	Charles Crampton
Maurice Bellis	Robert Carroll	Robert Cummins
Albert Bethel	Stanley Carroll	Eldon Cunningham
Forest Bishop	Paul Carter	Mary Ellen Cunningham

Charlet Dahnke	Lily Herrod	Martha Murphy
Louise Davis	Ray Hill	Charles Myers
Edgar Day	Enos Hobson	Douglas Myers
Burleigh DeTar	Jack Holden	Joe Nichols
Mary Catherine Douthitt	Geraldine Hopwood	Erwin Nommensen
Bob Dreisbach	John Horton	A. D. Nuckolls
Mary Ellen Dyer	James Houser	Robert Nutz
LaVeta Eckles	Bob Howard	Bob O'Bert
Ernest Edmonds	Everett Hutchison	Lorene Ochsenbein
Maxine Edmondson	Mary Louise Hutchison	Gladys Osborn
Franklin Edwards	Betty Ingram	Ray Palmer
Mildred Eggerman	Joella Ingraham	Marjorie Parker
Gaylon Enos	Eddie Lou James	Ruth Parker
Billy Epperson	Gene Jessee	DeVonne Parsons
Viola Etchison	Joan Jester	Marie Paxson
Margaret Evans	Dan Johnson	Lewis Pearcy
Louise Famuliner	Howard Johnston	Paul Perry
Norman Fanning	Dick Jones	Margaret Ann Peters
Marguerite Farley	Raymond Kelly	Lois Pierce
Bonnie Farneman	Byron Kendall	Elizabeth Ann Poston
Frank Fear	Bill Kenney	Lola Potter
Joe Filler	Franklin Kenney	Hubert Price
Herbert Fish	Raymond Kimmel	Helen Claire Prigg
Norval Flippin	Doris King	Tom Prince
Clifford Foster	Nancy Kissel	Morton Radford
Earl Foster	Frank Knell	Margaret Randal
Marian Fountain	Helen Knell	Doris Ransom
Norma Fullerton	Robert Knell	Robyn Redmond
Jay Fussell	D. T. Knight	Gilberta Reed
Bob Galbraith	Joe Kolkmeyer	Margaret Reid
Don Gant	James Lacey	David Remillard
Dick Gardner	Clara Laird	Mary Reynolds
Ruth Garlock	Ray Lamb	Robert Reynolds
Marie Garrett	Ed Lang	Glenn Rice
Catherine Gates	Bill Lenger	Don Richards
Arrel Gibson	Bill Lentz	Lloyd Richards
Francis Gibson	V. A. Leverett	Verna Richards
William Gideon	Louise Longenecker	Glen Richey
Wayne Gilchrist	Jane Lough	Ann Ridgway
Robert Glenn	Floyd Lyon	Dorothy Robison
Arthur Gondles	Bettie McCaleb	Parker Rogers
Glenn Goodman	Kenneth McCaleb	Lynn Rollins
Chalmer Graham	Kenneth McClintick	David Rowland
J. R. Graue, Jr.	Bob McCulley	Guella Roughton
Charles Green	Joe McGee	Betty Rowton
Betty Greenwell	Reed McGregor	Dick Rudolph
Mervin Gunselman	Rodney McKenzie	Dwight Scott
Roy Haggard	Richard McWilliams	Erma Jean Scott
Victoria Hakan	Ben Maglaughlin	Erma Louine Scott
Betty Halberg	Virgil Magruder	Margaret Ann Scott
Edward Harris	Dixie Marshall	Morgan Scoville
Lamar Hart	Cleo Martin	Clayton Sears
Norman Hart	Marjorie Martin	Frances Secret
Stanley Hatfield	Wade Martin	Albert Setser
Anna Belle Hathcoat	Ivan Masterson	Beverly Setser
Mary Helen Hayes	Rex Mealey	Lloyd Shafer
Robert Hayes	Howard Meyer	Joran Shaffer
Kelly Hedges	Roland Miller	William Shaffer
Joe Hendry	Riley Montgomery	Charles Sharp
Betty Henley	Earl Morris	Clarence Sharp
Margaret Hennessey	Gene Moore	Jonathan Sharp
Marqueta Henry	LaDeane Mount	Hyla Shaw
Alice Herrod	Robert Muratta	Lillian Shaw

Harold Shepman
Glenn Sheppard
Bill Shields
Ruth Shoemaker
Oscar Short
Kenton Slankard
Monte Smart
Bill Smith
Charlotte Smith
Mary Smith
Phyllis Smith
Gloria Spencer
Clarence Still
Clyde Stephenson
Stanford Stokes
James Studebaker
Nadine Sturdy
Pauline Swab
Geneva Tappana
Louvenia Taulman
Maxine Tennison

Charles Teeter
Earl Thomas
Dick Thralls
Don Tipping
William Tipping
Neil Tisdale
Delora Todd
Wilma Jane Towers
Erma Jean Turner
John Van Hook
Billie Marie Varner
Dorothy Vawter
Forrest Waldrop
Dallas Walker
Richard Wall
Bill Warren
Juanita Watkins
Beatrie Watkins
Chester Watkins
Ellen Watkins

John Watkins
Howard Weaver
Kenneth White
Margaret White
Lawrence Whittington
George Wiggins
Nelle Wight
Paul Williams
Chet Wilson
Marjorie Wilson
Robert Wilson
Ruth Winter
Marjorie Wommack
Russell Wood
John Wright
Lissie Wright
Ed Wyrick
Warren Wyrick
Jack Zellers
Robert Zinn

